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HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF
DIRECTORS

APRIL 10, 1987 - JULY 10, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

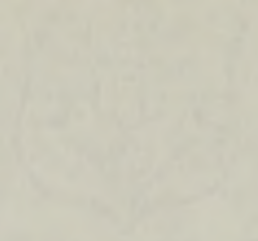
Friday, April 10, 1987

9:00 A.M.

HAMILTON CONVENTION CENTRE
Webster "C"

REGULAR AGENDA

1. Chairman's Remarks
2. Minutes of March 13, 1987
Attachment 2
 - 2.1 Errors or Omissions
 - 2.2 Motion for Approval
3. Business Arising From the Minutes
 - 3.1 Arts Task Force Report
Attachment 3.1
 - 3.2 Special Events Subsidy Fund Update
Verbal
4. Report from Director of Marketing
5. Committee Reports/Minutes
 - 5.1 Copps Coliseum Committee Third Report
Attachment 5.1
 - 5.1.1 Copps Coliseum Committee Minutes of
February 25, 1987
Attachment 5.1.1
 - 5.2 Hamilton Convention Centre Committee
Third Report
Attachment 5.2
 - 5.2.1 Hamilton Convention Centre Committee
Minutes of February 27, 1987
Attachment 5.2.1
 - 5.3 Hamilton Place Committee Second Report
Attachment 5.3
 - 5.3.1 Hamilton Place Committee Minutes of
February 26, 1987
Attachment 5.3.1
 - 5.4 Audit & Finance Committee Third Report
Attachment 5.4
 - 5.4.1 Audit & Finance Committee Minutes of
March 3, 1987
Attachment 5.4.1



BOARD

THE UNIVERSITY OF CALIFORNIA

GOVERNMENT

5.5 N.H.L. Committee Report of April 6, 1987

Attachment 5.5

6. New Business

7. Other Business

8. Date of Next Meeting

May 8, 1987

9:00 A.M.

Location to be Determined

9. Adjournment

Patricia Bennett
Secretary to the Board
April 6, 1987

UNIT 10, 1957-1958
1957-1958

UNIT 10, 1957-1958

UNIT 10, 1957-1958

- 1. The business
- 2. Other business
- 3. Time of day
- 4. Day of week
- 5. Time of day
- 6. Time of day
- 7. Time of day
- 8. Time of day
- 9. Time of day
- 10. Time of day

UNIT 10, 1957-1958
UNIT 10, 1957-1958
UNIT 10, 1957-1958

2. Minutes of March 13, 1987

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, March 13, 1987
9:00 A.M.

Copps Coliseum Board Room

MINUTES OF REGULAR SESSION

PRESENT: Alderman B. Hinkley, Chairman of the Board
Mr. T. Yates, First Vice Chairman
Alderman J. Gallagher, Second Vice Chairman
Mayor R. Morrow
Alderman T. Murray
Alderman R. Wheeler
Mr. D. Braley
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Dr. C. Bart
Mr. D. Beattie
Mr. N. Levitt

ALSO PRESENT: Mr. B. Conacher
Mr. J. Crane
Mr. T. Burrows
Mr. W. Penfold

REGRETS: Mr. T. Casey
Mr. J. Leuser
Mr. F. Bogden

MEDIA: Mr. R. Melnbardis, The Spectator
Mr. D. Hartwick, C.H.M.L.

1. Chairman's Remarks

The Secretary confirmed that Board Members had been properly notified and the meeting was duly constituted for business.

In-Camera Session

The following motions were carried during the In-Camera Session:

THE IN-CAMERA SESSION BE CONVENED.

MANAGEMENT BE DIRECTED TO INCLUDE, IN ADDITION TO THE MISSION STATEMENT, A SUMMARY OF THE GOALS AND OBJECTIVES FOR 1987.

MANAGEMENT BE INSTRUCTED TO PREPARE AN INDEX TO MEASURE THE EFFECT OF THE CONTINUED IMPLEMENTATION OF THE PREVIOUS CITY COUNCIL POLICY DIRECTIVE WITH RESPECT TO SOLICITATION OF LOCAL BUSINESS FOR THE HAMILTON CONVENTION CENTRE.

REVIEW OF THE 1987 HECFI BUSINESS PLAN NOT INCLUDE THE BUDGET SECTIONS AS THESE HAVE BEEN PREVIOUSLY REVIEWED AND APPROVED BY THE BOARD.

THE 1987 MARKETING PLAN BE APPROVED.

THE 1987 HECFI BUSINESS PLAN BE APPROVED AS AMENDED.

THE RECOMMENDED ADDENDUMS TO THE 1987 HECFI BUSINESS PLAN BE PRESENTED TO THE BOARD AND INCLUDED IN THE BUSINESS PLAN AT A LATER DATE.

THE FEBRUARY 13, 1987 IN-CAMERA MINUTES BE APPROVED AS AMENDED.

THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF FEBRUARY 25, 1987 BE APPROVED.

THE COPPS COLISEUM COMMITTEE IN-CAMERA MINUTES OF FEBRUARY 3, 1987 BE RECEIVED FOR INFORMATION.

THE HAMILTON CONVENTION CENTRE IN-CAMERA REPORT OF FEBRUARY 27, 1987 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE BOARD OF DIRECTORS GIVE APPROVAL TO PROCEED WITH THE 1987 CAPITAL BUDGET PROJECTS.

THAT THE PURCHASE OF A CANADIAN MADE DANCE FLOOR FROM UNICAN TRADING LIMITED IN THE AMOUNT OF \$31,000. BE APPROVED.

THE HAMILTON CONVENTION CENTRE IN-CAMERA MINUTES OF JANUARY 30, 1987 BE RECEIVED FOR INFORMATION.

THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF FEBRUARY 26, 1987 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

ADVANCE BOOKING INFORMATION BE CIRCULATED TO THE HECFI BOARD WITH HOLDS FOR ATTRACTIONS/EVENTS AND TENTATIVE BOOKINGS UNDER NEGOTIATION TO BE DELETED. ESTIMATED REVENUE FIGURES TO BE DELETED.

THE HAMILTON PLACE COMMITTEE IN-CAMERA MINUTES OF OCTOBER 30, 1986 BE RECEIVED FOR INFORMATION.

THE AUDIT & FINANCE COMMITTEE IN-CAMERA REPORT OF MARCH 3, 1987 BE RECEIVED.

THE RECOMMENDATION WITH RESPECT TO THE STEVENSON KELLOGG ERNST & WHINNEY BILLINGS TO DATE BE REFERRED BACK TO THE AUDIT & FINANCE COMMITTEE.

THE AUDIT & FINANCE COMMITTEE MINUTES OF FEBRUARY 4, 1987 BE RECEIVED FOR INFORMATION.

THE MANAGING DIRECTOR/CEO BE AUTHORIZED TO NEGOTIATE AN INCREASE IN THE PERFORMANCE BOND OF BASS TICKET LTD. TO \$500,000. AS A CONDITION OF TRANSFER FROM POLYCOM SYSTEMS LTD.

A LETTER BE SENT TO THE ONTARIO HOCKEY LEAGUE WITH A COPY TO THE STEELHAWKS MANAGEMENT AND MR. J. ROBILLARD ADVISING THAT HECFI DEPLORES ACTS OF VIOLENCE AND EXCESSIVE UNDISCIPLINED BEHAVIOUR SUCH AS OCCURRED AT THE MARCH 12, 1987 STEELHAWKS HOCKEY GAME.

COPPS COLISEUM MANAGEMENT BE COMMENDED FOR THEIR HANDLING OF THE INCIDENT OCCURRING AT THE MARCH 12, 1987 STEELHAWKS HOCKEY GAME; and

THAT THE DIRECTOR OF COPPS COLISEUM BE COMMENDED FOR HIS LEADERSHIP.

THE PRESENTATION MADE AT THE N.H.L. COMMITTEE MEETING OF MARCH 12, 1987 BE PRESENTED TO THE HECFI BOARD.

THE IN-CAMERA SESSION ADJOURN AT 2:00 P.M.

2. Minutes of February 13, 1987

MOVED by Alderman Gallagher, seconded by Alderman Murray that

THE MINUTES OF FEBRUARY 13, 1987 BE APPROVED AS AMENDED.

MOTION CARRIED.

Item 4.2 Ex-Officio Voting Privileges : It should be noted that the following motion was carried:

THE CHAIRMAN OF THE BOARD BE MADE A FULL MEMBER OF EACH OF THE HECFI BOARD COMMITTEES; and

THAT A QUORUM OF EACH OF THE COMMITTEES BE THREE (3).

3. Business Arising From the Minutes

3.1 Hamilton Place Foundation

MOVED by Mr. Yates, seconded by Mr. Cino that

A MEETING OF THE BOARD OF DIRECTORS OF THE HAMILTON PLACE FOUNDATION BE SCHEDULED TO TAKE PLACE FRIDAY, APRIL 10, 1987.

MOTION CARRIED.

4. Report From the Director of Marketing

Due to the Marketing Director's absence due to illness, no report was made.

5. Committee Reports/Minutes

5.1 Copps Coliseum Committee Second Report

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE COPPS COLISEUM COMMITTEE SECOND REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE 1987 CAPITAL PROJECTS BE APPROVED (documentation contained in Item 5.4).

THAT THE TENDER SUBMITTED BY JOHNSTON MOTORS LEASING, HAMILTON, IN THE TOTAL AMOUNT OF \$288.90. MONTHLY FOR THE LEASING OF A MAINTENANCE VAN BE ACCEPTED AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

The following items were received for information:

- (i) The matter regarding Handicapped Patrons/Concessions -Condiments, be referred to the Region's Disabled Subcommittee for their consideration and subsequent recommendation;

- (ii) Correspondence regarding the use of Copps Coliseum by the Minor Hockey Association was received for information;
- (iii) Management was requested to prepare a report regarding free public skating for four (4) hours, one day a month in Copps Coliseum during the winter months with attention paid to a) overcoming the problem of scheduling and b) the pros and cons of the entire program;
- (iv) Status Report on Confirmed Events at Copps Coliseum -March to June 1987;
- (v) Copps Coliseum 1987 Event Report Summary;
- (vi) Financial Results for Copps Coliseum for the Month of January 1987;
- (vii) Unaudited Operating Results for the Year Ended December 31, 1986 for Copps Coliseum;
- (viii) Unaudited Operating Results for the Year Ended December 31, 1986 for Central Utilities Plant;
- (ix) The report by the Director of Copps Coliseum.

During general discussion of the Copps Coliseum facility, it was

MOVED by Alderman Wheeler, seconded by Alderman Gallagher that

MANAGEMENT BE DIRECTED TO PREPARE A REPORT WITH RESPECT TO UTILIZING THE SUN FOR HEATING PURPOSES AND TO PRESENT IT TO THE COPPS COLISEUM COMMITTEE.

MOTION CARRIED.

Discussion regarding ownership of the indoor track resulted in agreement that Mr. Levitt will endeavour to ascertain who the track has been sold to and what storage arrangements have been made.

5.1.1 Copps Coliseum Committee Minutes of February 3, 1987

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE COPPS COLISEUM COMMITTEE MINUTES OF FEBRUARY 3, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.2 Hamilton Convention Centre Committee Second Report

MOVED by Mr. Yates, seconded by Alderman Wheeler that

THE HAMILTON CONVENTION CENTRE COMMITTEE SECOND REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

- (i) The Director's Report - January 1987;
- (ii) Client Evaluations;
- (iii) Unaudited Operating Results for the Year Ended December 31, 1987;
- (iv) Financial Results for the Month of January, 1987;
- (v) A comprehensive Information Package relating to the operation of the Facility;.

5.2.1 Hamilton Convention Centre Committee Minutes of November 21, 1986 and January 30, 1987

MOVED by Mr. Yates, seconded by Alderman Wheeler that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF NOVEMBER 21, 1986 AND JANUARY 30, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Hamilton Place Committee First Report

MOVED by Mr. Hector, seconded by Mr. Cino that

THAT THE HAMILTON PLACE COMMITTEE FIRST REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT HAMILTON PLACE CONTINUE WITH THAMES VALLEY BEVERAGES LIMITED FOR A ONE YEAR PERIOD ENDING JANUARY 15, 1988, WITH THE OPTION TO RENEW ON AN ANNUAL BASIS FOR THREE CONSECUTIVE YEARS.

MOTION CARRIED.

The following items were received for information:

- (i) The Director's Report;
- (ii) The Report from the Director of Finance & Administration;

- (iii) The Managing Director's report advising that all office leases are to be reviewed by the Managing Director and the Director of Hamilton Place with HECFI attorney prior to execution.

5.3.1 Hamilton Place Committee Minutes of January 8, 1987

MOVED by Mr. Hector, seconded by Mr. Cino that

THE HAMILTON PLACE COMMITTEE MINUTES OF JANUARY 8, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.4 Audit & Finance Committee Second Report

MOVED by Mr. McFarland, seconded by Alderman Wheeler that

THE AUDIT & FINANCE COMMITTEE SECOND REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE CANADIAN MADE DANCE FLOOR, INCLUDING ALL PERIMETER TRIM AND DANCE FLOOR CADDIES BE PURCHASED (for the Hamilton Convention Centre) FROM UNICAN TRADING LIMITED FOR THE TOTAL COST OF \$31,000. AND THAT THE PURCHASE BE CHARGED TO WORK IN PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-K52753 (DANCE FLOOR) PREVIOUSLY ESTABLISHED IN 1986.

THAT HAMILTON PLACE CONTINUE WITH THAMES VALLEY BEVERAGES LIMITED AS ITS SOFT DRINK SUPPLIER FOR A ONE YEAR PERIOD ENDING JANUARY 15, 1988 WITH AN OPTION TO RENEW ON AN ANNUAL BASIS FOR THREE CONSECUTIVE YEARS.

THAT THE TENDER SUBMITTED BY JOHNSTON MOTORS LEASING, HAMILTON, FOR THE LEASING OF A MAINTENANCE VAN BE ACCEPTED AT A TOTAL MONTHLY RATE OF \$288.90. FOR A 36 MONTH TERM WITH A BUY-OUT OPTION PRICE OF \$4,400.00. INCLUDING TAXES, AT THE CONCLUSION OF THE LEASE AND THAT THIS LEASE BE FINANCED FROM ACCOUNT NUMBER 0360-0581 WHICH HAS BEEN ESTABLISHED IN THE 1987 C.U.P. OPERATING BUDGET FOR THIS PURPOSE.

THAT THE FOLLOWING CAPITAL PROJECTS FOR COPPS COLISEUM AND THE CENTRAL UTILITIES PLANT BE PROCEEDED WITH AS PROVIDED FOR IN THE 1987 PORTION OF THE 1987 - 1991 CAPITAL BUDGET PROGRAMME:

Copps Coliseum

(i)	Improvements to Home Team Dressing Room	\$25,000.
(ii)	Drinking Fountains (Rink Level)	10,000.
(iii)	Improvements Required for Occupation of Retail/Mall Area	250,000.
(iv)	Conversion of Domestic Hot Water Generation System	20,000.
(v)	Improvements to Press Facilities	30,000.
(vi)	Glycol Storage Tank	10,000.
(vii)	Provision of Sun Screen, West Elevation Windows	<u>35,000.</u>
		\$380,000.

Central Utilities Plant (C.U.P.)

(viii)	Various Capital Replacements and Revisions for C.U.P.	72,000.
(ix)	Addition of City Hall to C.U.P. Building Automation System	130,000.
(x)	Various Capital Replacements for City Hall	54,000.
(xi)	Teardown/Overhaul of Centravacs - C.U.P., City Hall and Public Library	50,000.
(xii)	Various Capital Revisions and Replacements for Hamilton Place	<u>61,000.</u>
		\$367,000.
	TOTAL:	<u>\$747,000.</u>

THAT AN AMOUNT OF APPROXIMATELY 10% OF THE ESTIMATED PROJECT COST FOR DESIGN AND ENGINEERING SERVICES BE COMMITTED, WHERE APPLICABLE AND THAT THE CITY TREASURER BE REQUESTED TO RECOMMEND TO THE CITY'S EXECUTIVE COMMITTEE THE METHOD OF FINANCING.

1987 Capital Projects - Corporate Office Equipment

THAT THE OFFICE EQUIPMENT FOR THE FINANCE AND ADMINISTRATION DEPARTMENT OF HECFI IN THE AMOUNT OF \$10,000. AS PROVIDED FOR IN THE 1987 PORTION OF THE 1987 - 1991 CAPITAL BUDGET PROGRAMME BE PROCEEDED WITH AND THAT THE CITY TREASURER BE REQUESTED TO RECOMMEND TO THE CITY'S EXECUTIVE COMMITTEE THE METHOD OF FINANCING.

Corporate Capital Project - Office Expansion Additional Office Furniture

THAT THE OFFICE EXPANSION, INCLUDING ADDITIONAL OFFICE FURNITURE AND EQUIPMENT, FOR THE MARKETING DEPARTMENT OF HECFI IN THE AMOUNT OF \$23,000. AS PROVIDED FOR IN THE 1987 PORTION OF THE 1987 - 1991 CAPITAL BUDGET PROGRAMME BE PROCEEDED WITH AND THAT THE CITY TREASURER BE REQUESTED TO RECOMMEND TO THE CITY'S EXECUTIVE COMMITTEE THE METHOD OF FINANCING.

1987 Capital Projects - Hamilton Convention Centre

THAT THE FOLLOWING CAPITAL PROJECTS FOR THE HAMILTON CONVENTION CENTRE BE PROCEEDED WITH AS PROVIDED FOR IN THE 1987 PORTION OF THE 1987 - 1991 CAPITAL BUDGET PROGRAMME:

(i)	Kitchen Addition	\$150,000.
(ii)	Dishwasher	60,000.
(iii)	Installation of Washroom in V.I.P. Room (314)	7,500.
(iv)	Freezer	15,000.
(v)	Strip Lighting - Wentworth	15,000.
(vi)	Small Equipment Replacement	15,000.
(vii)	Audio Visual Equipment	<u>25,000.</u>
	TOTAL:	\$287,500.

THAT THE CITY TREASURER BE REQUESTED TO RECOMMEND TO THE CITY'S EXECUTIVE COMMITTEE THE METHOD OF FINANCING.

THAT THE EXECUTIVE COMMITTEE TAKE OVER SOLE AUTHORITY AND CONTROL OF THE SPECIAL EVENTS SUBSIDY FUND AND THAT \$75,000. OF THE FUNDS FOR THE 1987 SPECIAL EVENTS SUBSIDY FUND BE ALLOCATED TO RE-ESTABLISH A PARKING FEE REDUCTIONS FOR VISITORS/DELEGATES BUDGET LINE.

MOTION CARRIED.

The following items were received for information:

- (i) Director of Finance and Administration's Report;
- (ii) HECFI Unaudited Operating Results for the Year Ended December 31, 1986;
- (iii) CUP Unaudited Operating Results for the Year Ended December 31, 1987;
- (iv) Financial Analysis of HECFI's Reserve for Capital Projects;
- (v) Financial Analysis of Capital Improvement Surcharge Fund;
- (vi) HECFI's policies for Vacation, Time-Off-In-Lieu/Overtime, Day-Of-Rest-Per-Week (Proposed New), Compassionate Leave and Sickness Leave were tabled pending a meeting between the Managing Director/CEO and the City/Region Human Resources Centre and upon receipt of that Department's written comments.

5.4.1 Audit & Finance Committee Minutes of February 4, 1987

MOVED by Mr. McFarland, seconded by Alderman Wheeler that

THE AUDIT & FINANCE COMMITTEE MINUTES OF FEBRUARY 4, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. New Business

7.1 Marketing Plan for Private Boxes

Following review of the Managing Director's March 13th report it was

MOVED by Mr. Hector, seconded by Mr. Cino that

THE MARKETING OF THE "PRIVATE BOXES" IN COPPS COLISEUM BE
REFERRED TO THE COPPS COLISEUM COMMITTEE.

MOTION CARRIED.

7.2 Amendment to HECFI Legislation

Alderman Hinkley circulated a copy of the resolution passed by City Council with respect to the proposed change to PR34 which reads as follows: "...reducing the number of citizen members by three and increasing the number of Council members by three...", be amended by deleting the words "reducing the number of citizen members by three and,".

7.3 Blockage of Market/Library Exit Tunnel

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE CORRESPONDENCE IN RESPECT OF THE BLOCKAGE OF MARKET/LIBRARY
EXIT TUNNEL BE RECEIVED FOR INFORMATION WITH THE UNDERSTANDING
THAT A REPORT WILL BE FORTHCOMING FROM MANAGEMENT TO THE COPPS
COLISEUM COMMITTEE.

MOTION CARRIED.

7.4 Telephones : Copps Coliseum Media & Press Rooms

The Director of Copps Coliseum reported that telephone have now been installed in both the Media and Press rooms.

8. Other Business

9. Date of Next Meeting

April 10, 1987
9:00 A.M.
Hamilton Convention Centre

10. Adjournment

MOVED by Alderman Wheeler, seconded by Mr. Levitt that

THE MEETING ADJOURN AT 2:55 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman Brian Hinkley, Chairman

Patricia Bennett, Secretary

3.1 Arts Task Force Report



Hamilton
Entertainment
and Convention
Facilities Inc.

FROM Mr. B. Conacher, Managing Director/CEO DATE April 7, 1987

☐ FOR INFORMATION

TO: BOARD OF DIRECTORS

☒ FOR ACTION

SUBJECT: POTENTIAL IMPACT OF "THE ARTS TASK FORCE
RECOMMENDATIONS - JANUARY, 1987" ON THE HECFI
FACILITIES

RECOMMENDATION:

That the City of Hamilton Executive Committee be requested to meet with the HECFI Board of Directors and management to discuss the potential impact of the proposed recommendations in the ARTS TASK FORCE REPORT - January, 1987 which affect the HECFI facilities prior to their finalization.

BACKGROUND:

- In May, 1985 the CULTURE AND RECREATION MASTER PLAN REPORT was accepted by Hamilton's City Council.
- Under the recommendations for the City's Department of Culture and Recreation, the REPORT stated that the "Municipality's mandate and role with regard to the arts and heritage should be defined."
- In January, 1987 the ARTS TASK FORCE prepared and submitted recommendations (see attached).
- Several of the recommendations involve and impact upon the three facilities (HAMILTON CONVENTION CENTRE, HAMILTON PLACE THEATRE, COPPS COLISEUM) which HECFI has been set up to manage and operate on behalf of the Corporation of the City of Hamilton.

- However, neither the HECFI Board of Directors nor HECFI management were directly consulted or involved in the preparation of the recommendations pertaining to the HECFI facilities.
- Regardless of the potential impact (positive or negative) of the proposed recommendations, the HECFI Board of Directors and management must be consulted and involved before any of these recommendations are finalized.
- In reviewing the ARTS TASK FORCE REPORT the following recommendations affect HECFI facilities:

RECOMMENDATION #1 (H)

- "That a member of the Advisory Committee sit as a full voting member of The Hamilton Entertainment and Convention Facilities Incorporated (HECFI) Board."
- HECFI management have no recommendation on this issue and refer it to the HECFI Board of Directors.

RECOMMENDATION #10

- "That the 'user pay' philosophy be the subject of a further study because of its negative impact on the arts community of Hamilton."
- HECFI management should definitely be part of this study as the "user pay" philosophy is critical to the revenue of all three facilities.

RECOMMENDATION #11

- "(A) That the City of Hamilton support financially and in every other way possible the arts community in obtaining a mid-sized theatre in the downtown core. This theatre would be completely accessible to the community and would enhance the already successful Hamilton Place, Convention Centre, Copps Coliseum and Art Gallery of Hamilton.

* The growth and acceptance of Hamilton Place and now Copps Coliseum have made other more affordable venues of the past less desirable to audiences and therefore less viable for community groups.

- * When the building of these projects was proposed by the City, the main component of the tax support and public funding campaigns was that these facilities were being built for use of community groups.
 - * While Hamilton Place is an excellent facility for large productions (e.g. Hamilton Philharmonic Orchestra, Opera Hamilton and major concerts) its size makes it less desirable for community theatre and smaller concerts.
- (B) That subsequent to Theatre Aquarius obtaining the use of a new theatre, that the Studio Theatre remain a performance and rehearsal space and be made financially accessible to community arts groups.
- (C) That the City of Hamilton take an active role in developing a performance facility for smaller arts organizations as needs become apparent.
- * Facilities that receive public funds should be made available to all community arts groups, according to availability and rents and fees should be commensurate with ability to pay. There are many small non-equity groups that need professional downtown space.
 - * Community centres, church halls and community group halls are not adequate as performance spaces. These halls offer little or no lighting or sound facilities, no storage space and inappropriate staging such as a shallow proscenium stage, no risers, etc. The spaces, in addition, are usually unavailable on weekend evenings.
 - * The Canada Council and Ontario Arts Council each year support small touring shows which rarely appear in Hamilton. It is felt that, if given a fixed venue with a firm identity, these small touring shows would find their audience in Hamilton."

- Very careful consideration should be given before adding a mid-sized theatre in the downtown core.
- The availability and cost of using the Studio Theatre must be co-ordinated with the HECFI Director of Hamilton Place Theatre.

RECOMMENDATION #12

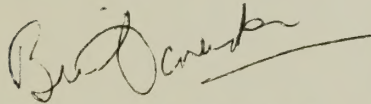
- "That the City of Hamilton assist the arts community to maximize the use of appropriate available space under public jurisdiction and/or actively assist in the establishment of space for such uses as rehearsal, warehouse, scenic workshop and work space.
 - * Various arts groups have rehearsal and storage problems. There is also little space available for the construction of sets and for use by community groups as a secure dry warehouse."
- If this available space includes the three HECFI facilities then HECFI management must be consulted.

RECOMMENDATION #15

- "That the City of Hamilton encourage the establishment of A Rolling Calendar of Facility availability. As a 'dark' night approaches within thirty (30) days of any date, the facility be made available to a non-profit community group providing that all basic costs are paid.
 - * Unused or 'dark' nights do not maximize the revenue potential of public facilities. These nights offer a unique opportunity for low cost community access."
- The concept of making the three HECFI facilities available on so called "dark nights" within thirty (30) days of any date is one of potential serious negative impact on HECFI. As an example, the LIONEL RITCHIE CONCERT was booked less than two weeks prior to the performance. Had the facility already been committed, the opportunity to hold a major event might have been missed.

- The concept would be a very difficult one to manage for all three HECFI facilities.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Brian K. Conacher", with a long horizontal flourish extending to the right.

Brian K. Conacher
Managing Director

THE UNIVERSITY OF CHICAGO
LIBRARY

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DATE 10-10-2001 BY SP-6
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5.1 Copps Coliseum Committee Third Report

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF MARCH 25, 1987**

The Copps Coliseum Committee presents its **THIRD** Report and respectfully recommends the following:

1. Copps Coliseum - Exterior Electronic Signage Programme

That Burton Kramer Associates Ltd. be authorized to prepare specifications for the supply and installation of one (1) free standing, two sided electronic sign to be located at the corner of Bay Street and York Boulevard and two (2) free standing, single sided electronic signs to be located on the north east and south east corners of the Coliseum property, at a cost not to exceed five thousand (\$5,000.00) dollars, and that once this specification is developed and subsequently approved by the Copps Coliseum Committee, same be tendered, and that the Audit and Finance Committee recommend the method of financing for the above items.

NOTE: Documentation is attached.

2. Copps Coliseum - Award of Contract for Security Services

That the tender submitted by Pinkertons of Canada Ltd. for security services at Copps Coliseum at the total hourly rate of \$7.96 for the years 1987 and 1988 be accepted for the term commencing 1987 April 1 to 1988 December 31, and that the Audit and Finance Committee recommend the method of financing.

NOTE: Documentation is attached.

3. Copps Coliseum - Award of Contract for Cleaning Services

That the tender submitted by Federated Building Maintenance Co. Ltd., Toronto, Ontario, for regular office and scheduled event cleaning services at Copps Coliseum be accepted for the term commencing 1987 April 1 and terminating 1988 December 31, and that the Audit and Finance Committee recommend the method of financing.

NOTE (i) : Documentation is attached.

NOTE (ii): Alderman Gallagher opposed to this motion.

The following are for information only:

1. Use of Copps Coliseum By Minor Hockey Association

That the report entitled Use of Copps Coliseum By Minor Hockey Association, as submitted by the Director of Copps Coliseum, be received for information.

NOTE: Documentation is attached.

2. Copps Coliseum and The Central Utilities Plant - Status of Capital Budget and Construction Projects

That the report entitled Copps Coliseum and The Central Utilities Plant - Status of Capital Budget and Construction Projects, as submitted by the Director of Copps Coliseum, be received for information.

NOTE: Documentation is attached.

3. Status Report on Confirmed Events at Copps Coliseum - April to July 1987

That the Status Report on Confirmed Events at Copps Coliseum - April to July 1987, be received for information.

NOTE: Documentation is attached.

4. Copps Coliseum Event Revenue Report Summary

That the Copps Coliseum Event Revenue Report Summary, be received for information.

NOTE: Documentation is attached.

5. Copps Coliseum - Incident Occurrence Break, Enter and Theft

That the report entitled Copps Coliseum - Incident Occurrence Break, Enter and Theft, as submitted by the Director of Copps Coliseum, be received for information.

NOTE: Documentation is attached.

6. Report By The Director of Copps Coliseum

That the Report By The Director of Copps Coliseum, be received for information.

NOTE: Documentation is attached.

7. DARTS

Alderman Hinkley advised that he has received a call from DARTS that the front door of Copps Coliseum is not a drop off or pick up area. The Director advised that this problem is being addressed. Alderman Hinkley asked that a report be prepared by the Director on this matter and presented to the next committee meeting.

8. Client Evaluation Cards

Alderman Hinkley advised that at every Convention Centre Committee meeting the committee members are given copies of the Client Evaluation Cards that have been filled out and submitted by clients of the Convention Centre. He further advised that Comment Cards are available to the public who walk into the facility, but are not clients. Alderman Hinkley asked that management look at Client Cards and Comment Cards as presently utilized at the Convention Centre and a draft form is to be presented to the Copps Coliseum Committee.

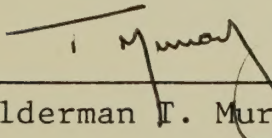
9. Pins

Mr. Casey mentioned that there are no HECFI, Hamilton Place or Convention Centre pins. The Secretary was directed to refer this matter to the Marketing Division for their consideration, and subsequent recommendation.

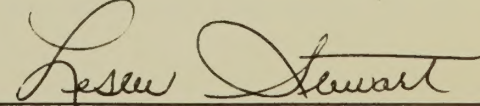
10. Date of Next Meeting

The next meeting of the Copps Coliseum Committee will be held Wednesday, April 22, 1987 at 11:30 a.m. in the Copps Coliseum Board Room.

Respectfully submitted,



Alderman T. Murray, Chairman



Leslee Stewart, Secretary



MEMORANDUM

TO: ☐ FOR ACTION:

FOR INFORMATION: ☐

FROM: Copps Coliseum Committee, attn: Mr. J. Stewart, Secretary
Audit and Finance Committee, attn: Mr. J. Miller, Secretary

COPPER TO: Mr. J. Stewart
Mr. J. Miller

FROM: Mr. John E. Cross
Director
Copps Coliseum

DATE: 1987 May
**COPPS COLISEUM - EXTERIOR ELECTRONIC
SIGNAGE PROGRAMME**

SUBJECT: COPPS COLISEUM - Exterior Electronic Signage Programme

EXPLANATION:

1. The Board of Directors of the Copps Coliseum Authority has authorized the preparation of specifications for the supply and installation of two (2) free standing, two sided electronic signs to be located at the corner of Bay Street and York Boulevard and two (2) free standing, single sided electronic signs to be located on the north east and south east corners of the Coliseum property, at a cost not to exceed five thousand (\$5,000.00) dollars.
2. Once this specification is developed and subsequently approved by the Copps Coliseum Committee, same be tendered.
3. The Audit and Finance Committee recommend the method of financing for the above item 1.

COPIES OF THIS PUBLICATION ARE AVAILABLE FROM THE
NATIONAL ARCHIVES AT COLLEGE PARK, MARYLAND



**Copps
Coliseum**

Victor K. Copps
Trade Centre, Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416 526 443

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 March 17

SUBJECT: COPPS COLISEUM - Exterior Electronic Signage Programme

RECOMMENDATION:

- That
- 1) Burton Kramer Associates Ltd. be authorized to prepare specifications for the supply and installation of one (1) free standing, two sided electronic sign to be located at the corner of Bay Street and York Boulevard and two (2) free standing, single sided electronic signs to be located on the north east and south east corners of the Coliseum property, at a cost not to exceed five thousand (\$5,000.00) dollars.
 - 2) Once this specification is developed and subsequently approved by the Copps Coliseum Committee, same be tendered.
 - 3) The Audit and Finance Committee recommend the method of financing for the above Item 1.

BACKGROUND:

Further to my previous report to the Committee dated 1987 January 7, regarding the status of the exterior electronic signage programme for copps Coliseum, I am pleased to provide the following information.

On 1987 March 4, a visit to the O'Keefe Centre in Toronto was made by myself and Messrs. B. Calder and J. van den Heuvel of my staff to view a recently completed exterior electronic signage installation. The signage selected and installed at the Centre included;

- a) one (1) two sided free standing sign with two full matrix panels, ie. message centres of the approximate dimensions 6 feet high by 9 feet wide.
- b) one (1) free standing sign with two single line message centres mounted back to back of the approximate dimensions 12 inches high by 5 feet wide. This sign was considerably smaller in overall dimensions as compared to (a) above.

The sign support structures were very pleasing in terms of appearance and were well coordinated with the building's exterior facade. Actual visibility of the signs was limited to a distance of approximately 200 feet due to the numerous vertical obstructions in the immediate area. In my opinion, the signage was installed not for the purpose of building identification but rather for the display of upcoming event information for the benefit of vehicular and pedestrian traffic in the immediate area. Building identification is accomplished by the physical presence and stature of the building structure itself and in the case of Copps Coliseum is reinforced by the large identification logo on the exterior of the north west mechanical tower. This revelation must be kept in mind when evaluating exterior electronic signage requirements at Copps Coliseum.

As a result of a meeting held in December of 1986 with representatives from Steel Art Signs Ltd. and Burton Kramer Associates Ltd., a signage programme was formulated by Steel Art Signs Ltd. This programme offered two proposals for consideration with respect to accomplishing an electronic signage installation.

The first proposal involves the installation of full matrix panels of various dimensions to a number of locations on the Coliseum's exterior facing. These panels would be affixed directly to the exterior cladding and be programmed from one central controller. Steel Art have prepared photographic renderings depicting these signage locations. In my opinion, this form of installation would not complement the building appearance although visibility of these signs would be optimized.

The second proposal involves the installation of free standing, "pylon type" signs strategically located around the building's perimeter. The main component of this installation would feature

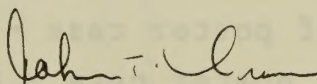
BACKGROUND: Cont'd.

a two sided electronic sign to be located at the corner of Bay Street and York Boulevard. This sign would be similar in size and appearance to that which was initially proposed for this location, however, one full matrix panel directed easterly along York Boulevard would be eliminated. The sizes of the two full matrix panels would be approximately 6 feet, 6 inches high by 25 feet wide with these panels angled towards vehicular traffic flows along Bay Street and York Boulevard respectively. The matrix panels would be capable of transmitting two line messages and animated characters. In addition, three advertising faces which could either rotate or be set in a fixed position, would be affixed to the top of the sign structure. Attached please find the original specification which was prepared for a three sided free standing sign and which is similar in concept to that now being proposed.

Complementing the main signage component would be two additional free standing single sided electronic signs to be located on the north east and south east corners of the property, ie. at street level and plaza level respectively. These signs would be utilized as information/advertising centres for the purpose of informing pedestrian traffic of upcoming events, etc. Please refer to the architectural rendering developed by Steel Art Signs Ltd. for a conceptual idea of these signs. Again, all electronic signage components would be programmed and controlled from one control controller.

It is my recommendation that we proceed with the preparation of the specifications necessary for the supply and installation of free standing electronic signs in the locations noted above. A free standing sign would complement and to some degree enhance the exterior appearance of the Coliseum. As well, a valuable communication network and advertising vehicle would be established. I would recommend that Burton Kramer Associates Ltd. be authorized to prepare this specification and once completed be reviewed and approved by the Copps Coliseum Committee prior to tendering.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

attchm.

SPECIFICATIONS

SECTION III

PAGE - 17 -

1. Full Matrix/Poster Unit

1.1. Size:

a) Sign face/structure:

Height of full matrix unit (without structure)-six (6) feet, six (6) inches.

Height of sign face/structure - ten (10) feet, six (6) inches

Width of full matrix (without structure) - approx. twenty-five (25) feet.

Width of sign face/structure - approx. twenty-seven (27) feet.

Edges at end of each sign face - four (4) inch radius.

Depth of sign face - sixteen (16) inches.

Acrylic letters (Copp's Colisium) - eighteen (18) inch cap height. Height of logo - twenty-four (24) inches.

See Diagrams 1.1., 1.2., 1.3.

b) Column/Poster Cases

Base of column - two (2) and one half ($\frac{1}{2}$) feet of exposed concrete.

Height of Column - thirty-eight (38) feet, six (6) inches

Width of Column - (all three sides) four (4) feet, six (6) inches.

Edges of Column - four (4) inch radius. See diagrams 1.1., 1.3.

Height to bottom of poster case to ground - three (3) feet

Height of poster case - five (5) feet.

Width of poster case - three (3) feet, six (6) inches.

Depth of poster case - to be determined with fabricator.

Poster case set out approx. one (1) inch from column.

Adjusta board (inside of case) - five (5) feet high by three (3) feet, six (6) inches wide.

Type sizes - $2\frac{1}{2}$ inches and one (1) inch.

Magnets - to be determined with fabricator.

Door frame - approx. - one (1) inch wide

Glass thickness - to be determined with fabricator.

c) Sign face supports (with lighting)

Structural detailing of supports and lighting to be determined with fabricator. See diagram 1.3.

d) Advertising Faces

Length - twenty-three (23) feet

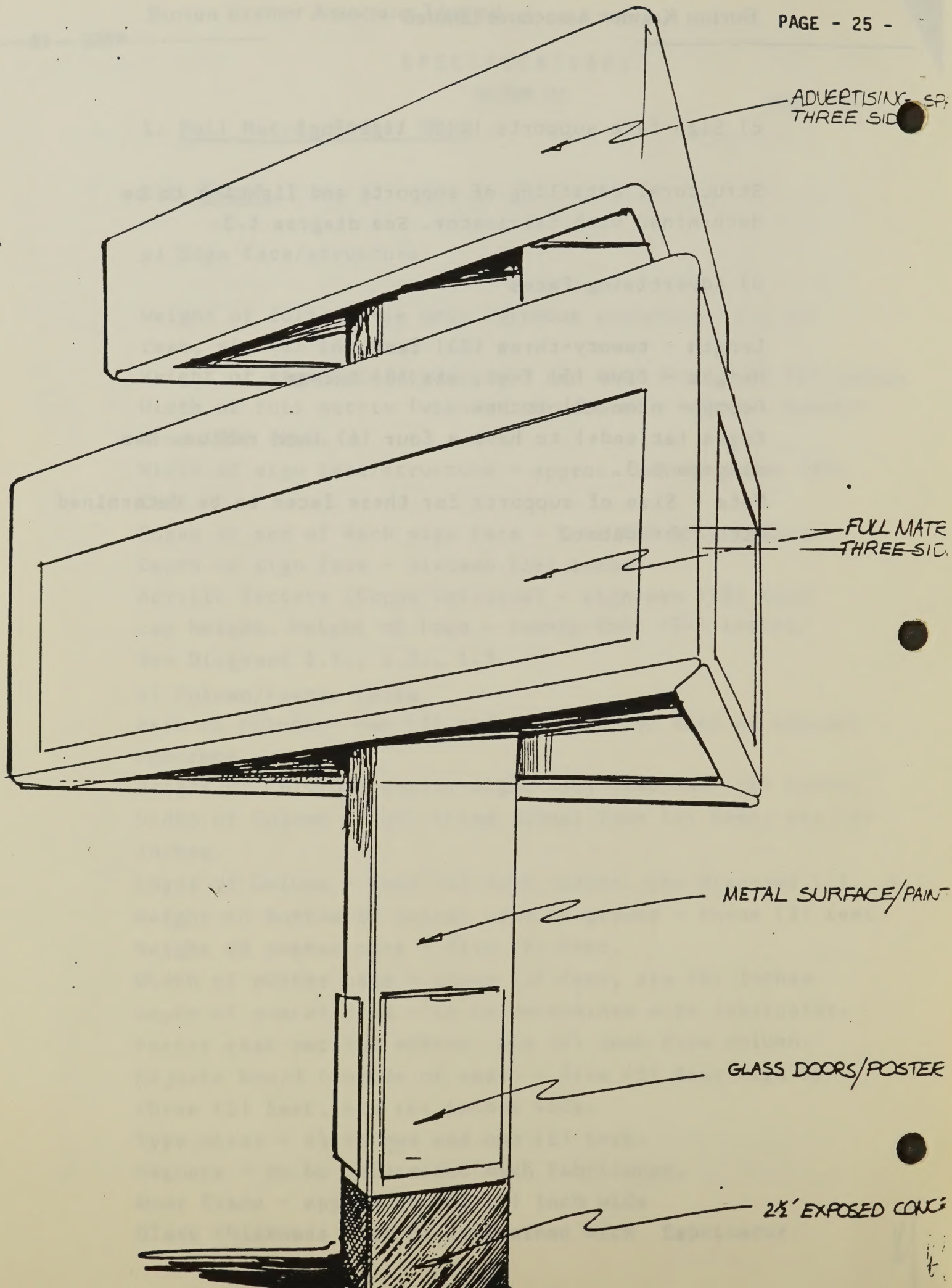
Height - five (5) feet, six (6) inches

Depth - nine (9) inches

Edges (at ends) to have a four (4) inch radius. See diagram 1.3.

Note - Size of supports for these faces to be determined with fabricator.





MEMORANDUM

FOR ACTION: ☐FOR INFORMATION: ☐

TO: Corps Liaison Committee, AFM, Mr. L. Sawyer, Secretary
 Audit and Finance Committee, AFM, Mr. J. Miller, Chairman

COPIES TO: Mr. E. Conacher
 Mr. J. Leuser

FROM: Mr. John T. Crane
 Director
 Corps Liaison

DATE: 1947
**COPPS COLISEUM - AWARD OF CONTRACT FOR
 SECURITY SERVICES**

SUBJECT: COPPS COLISEUM - Award of Contract for Security Services

RECOMMENDATION:

That 1. The tender submitted by Pinkertons of Canada Ltd. for security services at Copps Coliseum at the total weekly rate of \$7.96 for the years 1947 and 1948 be accepted for the term commencing 1947 April 1 to 1948 September 30.

2. The Audit and Finance Committee recommended the method of drawing.

NOTE: List of Tenders 11, tenders received.



STATE COLLEGE - BOARD OF CONTACT FOR
EDUCATIVE SERVICES



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton Ontario
Canada L8R 3L4

Tel: 416-526-4430

MEMORANDUM

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 March 11

SUBJECT: COPPS COLISEUM - Award of Contract for Security Services

RECOMMENDATION:

- That 1) The tender submitted by Pinkertons of Canada Ltd. for security services at Copps Coliseum at the total hourly rate of \$7.96 for the years 1987 and 1988 be accepted for the term commencing 1987 April 1 to 1988 December 31.
- 2) The Audit and Finance Committee recommend the method of financing.

NOTE: Lowest of three (3) tenders received.

Continued /2 ...

BACKGROUND:

In response to a Call for Tenders issued by the Director of Purchasing, three (3) tenders were received for the provision of security services at Copps Coliseum. Attached please find Tender Analysis dated 1987 March 4.

Of the tenders received, Pinkertons of Canada Ltd. submitted the lowest in terms of total hourly rate for the specified two (2) year contract term, ie. Total hourly rate of \$7.96 for both 1987 and 1988.

To translate the quoted total hourly rate into a yearly total cost, the following calculation was performed;

Yearly Manhour Requirements:

- a) One (1) man, twenty-four hours per day, 365 days per year -
Total Manhours: 8760.
- b) Miscellaneous security requirements estimated at 4% of above
total - Total Manhours: 350.

Therefore, total yearly manhour requirements: 9110.

Using this figure and the total hourly rates provided in the Form of Tender, a total yearly cost for security services can be determined, ie.

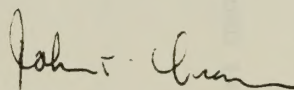
	<u>Burns</u>	<u>Greenaway</u>	<u>Pinkertons</u>
Total Yearly Cost			
1987	\$ 76,068.50	\$ 73,791.00	\$ 72,515.60
1988	\$ 76,797.30	\$ 73,791.00	\$ 72,515.60
1987 and 1988 (Two year Contract term)	\$152,865.80	\$147,582.00	\$145,031.20

It should also be noted that Pinkertons of Canada Ltd. have provided security services at Copps Coliseum since 1985 November. Their service to date has been good and a good working relationship has been established.

BACKGROUND: Cont'd.

Hence, I recommend that Pinkertons of Canada Ltd. be awarded the contract for security services at Copps Coliseum for the term commencing 1987 April 1 and terminating 1988 December 31.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

attchm.

SECURITY SERVICES-HAMILTON ENTERTAINMENT & CONVENTION FACILITIES INC.

BURNS INTERNATIONAL SECURITY SERVICES LIMITED, HAMILTON	GREENAWAY SECURITY SERVICES LIMITED, BURLINGTON
---	---

HOUSE GUARD

UNABLE TO BID - Wackenhut

OFFICIALS IN ATTENDANCE - S. Collins, Alderman
E. A. Simpson, City Clerk
T. Bradley, Director of Purchasing

FOR VISION

RE: [REDACTED]

TO: Copps Coliseum Committee, c/o Mr. J. Frank, Secretary
Audit and Finance Committee, 1000 West 2nd Street, Baltimore

COPIES TO: Mr. J. Frank
Mr. J. Frank

FROM: Mr. J. Frank
Director
Copps Coliseum

DATE: 1987
**COPPS COLISEUM - AWARD OF CONTRACT FOR
CLEANING SERVICES**

SUBJECT: COPPS COLISEUM - Award of Contract for Cleaning Services

SYNOPSIS:

- 1) The letter submitted by Executive Building Maintenance Inc. (EBM), Baltimore, details the regular office and scheduled event cleaning services at Copps Coliseum as awarded for the term beginning 1987 April 1 and term ending 1988 December 31.
- 2) The Audit and Finance Committee reviewed the matter of financing.



**Copps
Coliseum**

Victor K. Copps
Trade Centre Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Te: 416-528-1451

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 March 13

SUBJECT: COPPS COLISEUM - Award of Contract for Cleaning Services

RECOMMENDATION:

- That 1) The tender submitted by Federated Building Maintenance Co. Ltd., Toronto, Ontario for regular office and scheduled event cleaning services at Copps Coliseum be accepted for the term commencing 1987 April 1 and terminating 1988 December 31.
- 2) The Audit and Finance Committee recommend the method of financing.

Continued /2 ...

BACKGROUND:

In response to a Call for Tenders issued by the Director of Purchasing, three tenders were received for the provision of cleaning services at the Copps Coliseum.

Attached please find Tender Analysis dated 1987 March 4. For the purpose of tendering, cleaning services were separated into two components, being regular cleaning office areas designated and scheduled event cleaning. Prices were requested in the form of total monthly cost and hourly rate for these two components respectively. As well, prices were requested for 1987, 1988 and an additional twelve (12) month option period.

After initial analysis of the tenders received, discrepancies were uncovered in the submitted Forms of Tender. The Director of Purchasing requested that all bidders confirm their tenders. Attached please find replies from the three suppliers.

The revised bids were translated into "Total Yearly Costs" for comparison purposes. For "Scheduled Event Cleaning" this calculation assumes various parameters relating to manpower requirements. Attached please find Tender Analysis dated 1987 March 13.

In evaluating these Total Yearly Costs, consideration must be directed to item 3, "Combined Regular and Scheduled Event Cleaning". It would be beneficial to award the Contract as a "combined" package for the following reasons;

- a) more efficient and effective control over cleaning staff resulting in better cleaning services.
- b) fewer administration procedures.
- c) less storage space to be allocated.

This method, however, would not result in a lower yearly operating cost as demonstrated by combining the two lowest bids for the individual cleaning components. The difference, ie. approximately \$7,000.00 over the 24 month comparison period, would be more than offset by realizing the benefits outlined above in combining the two cleaning components.

If the bids are now evaluated on this basis, ie. Total Yearly Cost for Combined Regular and Scheduled Event Cleaning, the results as calculated can be compared. Modern Building Cleaning Inc. have submitted the lowest tender at \$374,522.40 for the 24 month comparison period, ie. 1987 and 1988. Federated Building Maintenance Co. Ltd. are second lowest with the difference between the two bids being \$1,108.80. In my opinion, this difference in the two lowest bids does not justify replacing Federated with Modern.

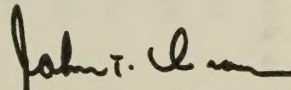
BACKGROUND: Cont'd.

Federated have provided cleaning services at the Coliseum since its opening. The performance to date has been good and over the past fifteen months cleaning routines and practices have been continuously refined. The Federated Cleaning staff has developed a familiarity with the building and is appreciable to my staff's expectations. An efficient and effective working relationship has been established and should be allowed to develop further.

Federated, as well as Modern and White Star, are reputable cleaning companies with extensive experience and expertise in the cleaning industry.

After consideration of the aforementioned facts and figures, it is my recommendation that Federated Building Maintenance Co. Ltd. be awarded the contract for regular and scheduled event cleaning services at Copps Coliseum for the term commencing 1987 April 1 and terminating 1988 December 31.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

attchms.

TENDER ANALYSIS - MARCH 4, 1987

CLEANING & MAINTENANCE OF HAMILTON ENTERTAINMENT & CONVENTION FACILITIES INC.

<u>PART C-COPPS COLISEUM</u>		<u>MODERN BUILDING CLEANING INC. HAMILTON</u>	<u>FEDERATED BUILDING MAINTENANCE CO. LTD. TORONTO</u>	<u>WHITE STAR CLEANING SERVICES LTD. HAMILTON</u>
<u>REGULAR CLEANING OFFICE AREAS DESIGNATED</u>				
<u>MONTHLY COST - 1987</u>		\$2,098.00	\$1,825	\$1,759.08
- 1988		2,119.00	1,892	1,859.08
<u>FOR OPTIONAL TWELVE (12) MONTHS</u>		2,182.00	1,961	1,959.08
<u>NUMBER OF SQUARE FEET INCLUDED</u>		28,000	10,000	- - -
<u>SCHEDULED EVENTS-HOURLY RATE</u>				
<u>1987 - HEAVY DUTY</u>		\$ 6.93	\$ 7.00	\$ 7.35
- LIGHT DUTY		6.32	6.40	6.75
- SUPERVISOR		7.50	7.50	7.75
<u>1988 - HEAVY DUTY</u>		\$ 6.38 <u>\$ 7.00</u>	\$ 7.24	\$ 7.45
- LIGHT DUTY		7.04 <u>\$ 6.38</u>	6.62	6.85
- SUPERVISOR		7.21 <u>\$ 7.53</u>	7.76	7.85
<u>FOR OPTION TWELVE (12) MONTHS</u>				
- HEAVY DUTY		\$ 6.57 <u>\$ 7.21</u>	\$ 7.49	\$ 7.55
- LIGHT DUTY		7.21 <u>\$ 6.53</u>	6.85	6.95
- SUPERVISOR		7.80	8.03	7.95

COPPS COLISEUM - TENDER ANALYSIS - PAGE 2

ITEMIZED PRICES PER SQUARE FOOT

MODERN BUILDING

FEDERATED BUILDING

WHITE STAR CLEANING

1987 - EXHIBIT HALL

\$ 0.0028

\$ 0.03

\$ 6.75

- FUNCTION ROOM

0.0031

0.04

6.75

- PUBLIC AREA

0.0029

0.035

6.75

- OFFICE AREA

0.0034

0.045

6.75

- WASHROOM

0.0109

0.045

6.75

- SERVICE/STAFF AREA

0.0036

0.03

6.75

1988 - EXHIBIT HALL

\$ 0.0028

\$ 0.031

\$ 6.85

- FUNCTION ROOM

0.0031

0.041

6.85

- PUBLIC AREA

0.0029

0.036

6.85

- OFFICE AREA

0.0034

0.046

6.85

- WASHROOM

0.0109

0.046

6.85

- SERVICE/STAFF AREA

0.0036

0.031

6.85

FOR OPTION TWELVE (12) MONTHS

- EXHIBIT HALL

\$ 0.0029

\$ 0.032

\$ 6.95

- FUNCTION ROOM

0.0032

0.042

6.95

- PUBLIC AREA

0.0030

0.037

6.95

- OFFICE AREA

0.0035

0.047

6.95

- WASHROOM

0.0110

0.047

6.95

- SERVICE/STAFF AREA

0.0037

0.032

6.95

COPPS COLISEUM - TENDER ANALYSIS - PAGE 3

	<u>MODERN BUILDING</u>	<u>FEDERATED BUILDING</u>	<u>WHITE STAR CLEANING</u>
DISCOUNT IF AWARDED PARTS A, B & C	NIL	1.25%	
Number of permanent and part time employees presently employed at the local business address	140	35	60
Will more employees have to be hired if you are the successful contractor?	YES	NO	YES
How many?	Up to 10	N/A	18-22
Number of people, and the total number of hours per week that will be required to complete the work as detailed on the schedule of maximum daily hours for regular cleaning	50 hours, 3 staff	80 hours, 2 staff	40 hours, 2 staff
Number of years experience of local manager and supervisor	24	Manager 10 years Supervisor 5 "	8
Bid Bond Amount	\$15,000	\$15,000	\$15,000
Agreement to Bond	YES	YES	YES
UNABLE TO BID - Hurley Brothers Ltd. Hamilton Prokleen Maintenance			
OFFICIALS IN ATTENDANCE - S. Collins, Alderman E. A. Simpson, City Clerk T. Bradley, Director of Purchasing			

MEMORANDUM • CITY OF HAMILTON

TO : Mr. J. Crane
General Manager, Copps Coliseum

YOUR FILE:

FROM : T. Bradley
Director of Purchasing

OUR FILE :

SUBJECT : Cleaning/Maintenance, HECFI

DATE : 87.03.16

Attached please find replies from the three suppliers that bid on the Cleaning /Maintenance of HECFI buildings tender confirming prices submitted.

Atts.



PHONE (416) 544-2708

901 BARTON ST. EAST

HAMILTON, ONTARIO L8L 3B8

March 12, 1987

The Corporation of the City of Hamilton
City Hall, 71 Main Street West,
Hamilton, Ontario
L8N 3T4

SUBJECT: TENDER FOR CLEANING & MAINTENANCE, HECFI

Dear Mr. T. Bradley:

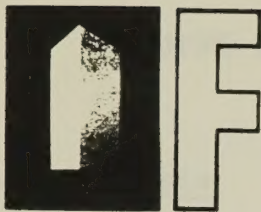
Regarding to your letter March 9, 1987, White Star Cleaning Services Ltd confirm that all charges such as fringe benefits, administrative costs, overhead, etc. for 1987, 1988 and the additional twelve (12) month period, are all included in the tender prices tender on March 4, 1987.

Yours truly

A handwritten signature in cursive script, appearing to read "T. Guerriero", is written over the typed name.

T. Guerriero

TG/lg



CONTRACT CLEANING
WINDOW WASHING
GENERAL MAINTENANCE

FEDERATED BUILDING MAINTENANCE COMPANY LIMITED

167 GERRARD STREET EAST, TORONTO M5A 2E4, (416) 928-0038

March 12, 1987

The Corporation of the City of Hamilton
City Hall
71 Main Street West
HAMILTON, Ontario
L8N 3T4

Attention: Mr. T. Bradley
Director of Purchasing

Dear Mr. Bradley:

RE: TENDER FOR CLEANING & MAINTENANCE, HECFI

In reply to yours of March 9th., 1987 this will serve as confirmation that the rates submitted in our tender include all charges for fringe benefits, administrative costs, overhead, profit etc.

Yours truly,

FEDERATED BUILDING MAINTENANCE

E. Kavanagh

EK/jvg



MODERN BUILDING CLEANING INC.

505 Kenora Avenue
Building 2, Unit 2
Hamilton, Ontario L8E 3P2
(416) 578-4902

March 11th, 1987.

The Corporation of the City of Hamilton,
City Hall,
71 Main Street West,
Hamilton, Ontario,
L8N 3T4.

Attention: Mr. T. Bradley,
Director of Purchasing.

Dear Mr. Bradley:

Reference your letter of March 9th, 1987.

This will confirm that rates submitted on our tender for cleaning and maintenance of the H.E.C.F.I. facilities include all charges for fringe, administrative and overhead costs.

We would also like to confirm that the light and heavy duty hourly rates for 1988 and the optional 12 month period in Part C - Copps Coliseum were interchanged, and that there was a typing error to the 1988 supervisory rate. Corrected figures are as follows:

	<u>1987</u>	<u>1988</u>	<u>OPTIONAL 12 MONTHS</u>
Heavy Duty	\$6.93	\$7.00	\$7.21
Light Duty	6.32	6.38	6.57
Supervision	7.50	7.57	7.80

Thank you for bringing this to our attention. If you have further inquiries, please contact us.

Yours truly,

G.B. McCann,
Branch Manager.

GBM/lw

COPPS COLISEUM - Cleaning and Maintenance

1987 March 13

Tender Analysis

1. Regular Cleaning Office Areas Designated.

	<u>Modern</u>	<u>Federated</u>	<u>White Star</u>
TOTAL YEARLY COST			
1987	\$25,176.	\$21,900.	\$21,108.96
1988	\$25,428.	\$22,704.	\$22,308.96
12 month option period	\$26,184.	\$23,532.	\$23,508.96
TOTAL VALUE OF CONTRACT FOR TWO YEAR TERM	\$50,604.	\$44,604.	\$43,417.92
TOTAL VALUE OF CONTRACT INCLUDING OPTION YEAR	\$76,788.	\$68,136.	\$66,926.88

2. Scheduled Event Cleaning

Assume the following man hour requirements based on 110 event days annually; past history

	<u>Monthly</u>	<u>Yearly</u>	
Supervisory	160	1920	
Heavy Duty	1400	16800	
Light Duty	400	4800	
TOTAL YEARLY COST	MODERN	FEDERATED	WHITE STAR
1987			
Supervisory	\$ 14,400.00	\$ 14,400.00	\$ 14,880.00
Heavy Duty	\$116,424.00	\$117,600.00	\$123,480.00
Light Duty	\$ 30,336.00	\$ 30,720.00	\$ 32,400.00
TOTAL	<u>\$161,160.00</u>	<u>\$162,720.00</u>	<u>\$170,760.00</u>
1988			
Supervisory	\$ 14,534.40	\$ 14,899.20	\$ 15,072.00
Heavy Duty	\$117,600.00	\$121,632.00	\$125,160.00
Light Duty	\$ 30,624.00	\$ 31,776.00	\$ 32,880.00
TOTAL	<u>\$162,758.40</u>	<u>\$168,307.20</u>	<u>\$173,112.00</u>

Continued/2 ...

2. Scheduled Event Cleaning Cont'd.

	MODERN	FEDERATED	WHITE STAR
12 Month Option Period			
Supervisory	\$ 14,976.00	\$ 15,417.60	\$ 15,264.00
Heavy Duty	\$121,128.00	\$125,832.00	\$126,840.00
Light Duty	\$ 31,536.00	\$ 32,880.00	\$ 33,360.00
TOTAL	<u>\$167,640.00</u>	<u>\$174,129.60</u>	<u>\$175,464.00</u>
TOTAL VALUE OF CONTRACT FOR TWO YEAR TERM	\$323,918.40	\$331,027.20	\$343,872.00
TOTAL VALUE OF CONTRACT INCLUDING OPTION YEAR	\$491,558.40	\$505,156.80	\$519,336.00

3. Combined Regular and Scheduled Event Cleaning

	MODERN	FEDERATED	WHITE STAR
TOTAL YEARLY COST			
1987	\$186,336.00	\$184,620.00	\$191,868.96
1988	\$188,186.40	\$191,011.20	\$195,420.96
TOTAL VALUE OF CONTRACT FOR TWO YEAR TERM	\$374,522.40	\$375,631.20	\$387,289.92
TOTAL VALUE OF CONTRACT INCLUDING OPTION YEAR	\$568,346.40	\$573,292.80	\$586,262.88



MEMORANDUM

FOR ACTION: ☐FOR INFORMATION: ☐

TO: Copps Coliseum Committee, Attn: Mr. J. Steward, Executive

COPIES TO: Mr. B. Donahue

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 March 17

USE OF COPPS COLISEUM BY MINOR HOCKEY ASSOCIATION

SUBJECT: Use of Copps Coliseum by Minor Hockey Association

RECOMMENDATION:

For information purposes only.

1. SUMMARY OF WORK PERFORMED DURING PERIOD

DATE	DESCRIPTION	INITIALS	REMARKS
12/15/54	RECEIVED FROM BUREAU		
12/16/54	RECEIVED FROM BUREAU		
12/17/54	RECEIVED FROM BUREAU		
12/18/54	RECEIVED FROM BUREAU		
12/19/54	RECEIVED FROM BUREAU		
12/20/54	RECEIVED FROM BUREAU		
12/21/54	RECEIVED FROM BUREAU		
12/22/54	RECEIVED FROM BUREAU		
12/23/54	RECEIVED FROM BUREAU		
12/24/54	RECEIVED FROM BUREAU		
12/25/54	RECEIVED FROM BUREAU		
12/26/54	RECEIVED FROM BUREAU		
12/27/54	RECEIVED FROM BUREAU		
12/28/54	RECEIVED FROM BUREAU		
12/29/54	RECEIVED FROM BUREAU		
12/30/54	RECEIVED FROM BUREAU		

2. SUMMARY OF WORK PERFORMED DURING PERIOD

DATE	DESCRIPTION	INITIALS	REMARKS
12/15/54	RECEIVED FROM BUREAU		
12/16/54	RECEIVED FROM BUREAU		
12/17/54	RECEIVED FROM BUREAU		
12/18/54	RECEIVED FROM BUREAU		
12/19/54	RECEIVED FROM BUREAU		
12/20/54	RECEIVED FROM BUREAU		
12/21/54	RECEIVED FROM BUREAU		
12/22/54	RECEIVED FROM BUREAU		
12/23/54	RECEIVED FROM BUREAU		
12/24/54	RECEIVED FROM BUREAU		
12/25/54	RECEIVED FROM BUREAU		
12/26/54	RECEIVED FROM BUREAU		
12/27/54	RECEIVED FROM BUREAU		
12/28/54	RECEIVED FROM BUREAU		
12/29/54	RECEIVED FROM BUREAU		
12/30/54	RECEIVED FROM BUREAU		



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel: 416/526-4450

M E M O R A N D U M

FOR ACTION:

☐

FOR INFORMATION:

☒

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 March 19

SUBJECT: Use of Copps Coliseum by Minor Hockey Association

RECOMMENDATION:

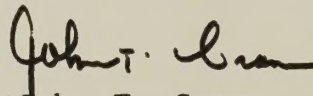
For information purposes only.

BACKGROUND:

The Copps Coliseum Committee at its meeting held January 12, 1987 suggested that the Director of Copps Coliseum contact the Director of the Culture and Recreation Department to determine what day(s) and time(s) were required for the Minor Hockey Championships to be held in Copps Coliseum. Saturday, April 11, 1987 has been set aside for this event.

The Director of Culture and Recreation has recently forwarded the schedule to the Director of Copps Coliseum. The hockey games commence at 9:00 a.m., Saturday, April 11 with the last game being played at 8:00 p.m. that evening.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

attchm.

Copps
Coliseum

MEMORANDUM

TO: []

FROM: []

SUBJECT: []

DATE: []

BY: []

**COPPS COLISEUM AND THE CENTRAL UTILITIES PLANT -
STATUS OF CAPITAL BUDGET AND CONSTRUCTION PROJECTS**

1. []

2. []

3. []

STATE OF CALIFORNIA AND THE CENTRAL DISTRICT COURT
IN AND FOR THE COUNTY OF LOS ANGELES



**Copp's
Coliseum**

Victor K. Copp's
Trade Centre Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Te. 416 527 1014

M E M O R A N D U M

FOR ACTION:

☐

FOR INFORMATION:

☒

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 March 13

SUBJECT: COPPS COLISEUM and THE CENTRAL UTILITIES PLANT -
Status of Capital Budget and Construction Projects

RECOMMENDATION:

For information purposes only.

Continued /2 ...

BACKGROUND:

At the 1987 February 25 meeting of the Copps Coliseum Committee, staff was requested to provide an updated status report on projects presently approved and/or in progress at Copps Coliseum and the Central Utilities Plant.

Attached please find "Summary of 1986 Capital Budget Programme" dated 1987 March 12. This summary presents in tabular form, an itemized listing of each project with the respective appropriation, current status and final cost (or cost to date where applicable). It should be noted that this listing details projects which were approved in 1986. As shown on page three of this summary, of the total cost of projects approved, ie. \$1,086,090.00 an amount of \$821,334.41 has been expended and/or committed to date. The remaining balance of funds can be attributed to these projects being;

- a) completed at a cost less than the approved appropriation.
- b) incomplete and/or substantially complete.

Also attached, please find "Summary of Arena Construction Projects dated 1987 March 12. This listing details four projects which were approved during the arena construction, ie. 1985 and remain incomplete. These projects were initially coordinated through the City Architect's Department.

Specifically;

- 1) **Upgrading of Club Lounge** - work necessary for the provision of basic mechanical, ie. HVAC services has commenced. Architectural finishing work on hold pending verification from Volume Services Inc. on their proposed finishing layout of this area.
- 2) **Construction of Private Boxes** - basic "shell" construction completed under Construction Contract. Finishing and furnishing work proceeding under the direction of Copps Coliseum with anticipated completion of remaining boxes in April. Cost savings in the magnitude of \$75,000.00 should be realized due to in-house coordination of construction sub trades.
- 3) **Construction of Retail Space - Common Areas** - concrete walkway installation completed under Construction Contract. Design for temporary corridor partitions completed by the City Architect's Department, however, tender of same on hold due to further finishing work included in 1987 Capital Budget. Both components of construction to be combined and tendered in April 1987.

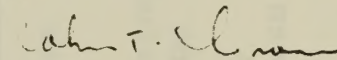
BACKGROUND: Cont'd.

- 4) **Installation of Exterior Electronic Signage** - tenders were called for the supply and installation of one, three sided, free standing exterior electronic sign to be located on the corners of Bay Street and York Boulevard. After the tenders were received, further investigations took place with respect to the visibility and final location of the sign. As a result of these investigations, staff have revised their position with respect to the size and location of the signage. A detailed report will be presented to the Copps Coliseum Committee outlining staff findings and recommendations.

As shown on page one of this summary, of the total cost of projects approved, ie. \$1,425,600.00 an amount of \$514,699.19 has been expended and/or committed to date.

In summary it is evident that substantial progress has been made with respect to the completion of projects included within the 1986 Capital Budget Programme. With regards to construction projects initially associated with the arena construction, progress has been slow in some cases, however, a concerted effort is presently being made to have these projects completed in 1987.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

attchms.

Summary of 1986 Capital Budget Programme

1987 March 12
Page 1 of 3

Division	Location	Project	Appropriation	Status	Final Cost (* cost to date)
Construction /Renovation	Hamilton Place	Relocation of HECFI Marketing - Phase I	\$ 20,000.00	Completed	\$ 18,550.51
	Copps Coliseum	Concourse Green Room	\$ 50,000.00	Work to commence in spring 1987	0 *
		Administration Office Expansion - Phase I	\$150,000.00	In progress, anticipated completion May 1987	\$147,600.00
Building	Copps Coliseum	Additional stor- age areas, rink level	\$ 10,000.00	Requirements finalized, work out for pricing	0 *
		Blackout curtains to enclose TC/A	\$ 11,500.00	Completed	\$ 11,324.88
		Modifications to arena dasher- boards	\$ 12,000.00	Work issued to Crystaplex, anticipated completion May 1987	\$ 5,704.00
		Safety Devices - roof structure rigging	\$ 12,700.00	Completed	\$ 12,656.00

Division	Location	Project	Appropriation	Status	Final Cost (* cost to date)
Building	Copp's Coliseum	Revisions to Bay St. entrance	\$ 15,000.00	Completed	\$ 10,251.78*
		Exterior signage revisions and additions	\$ 16,910.00	Completed with the exception of free standing Box Office identification	\$ 13,288.00*
		Additional interior signage	\$ 26,000.00	Completed	\$ 25,928.23
		Revisions to north side seating sections	\$ 40,000.00	Completed	\$ 1,625.00
		Automated security system	\$ 60,000.00	In progress, anticipated completion by April 1987	\$ 31,903.05*
		Stage backdrop, crowd barrier, drapes, carpet	\$ 65,000.00	Stage backdrop - complete, Crowd barrier - still to be developed Drapes/carpet - in progress	\$ 16,305.94*
Mechanical	Central Utilities Plant	Revisions to Chilled Water System	\$ 50,000.00	In progress, completion by April 1987	\$ 21,913.00*
		Upgrade computerized building management system including addition of Hamilton Place to system	\$261,280.00	In progress, anticipated completion April 1987	\$261,277.37

Division	Location	Project	Appropriation	Status	Final Cost (* cost to date)
Mechanical	Hamilton Place	Chilled Water Standby Pump	\$ 5,200.00	Completed	\$ 3,810.00
		Piping revisions including humidification	\$140,000.00	In progress, completion by May 1987	\$116,743.75*
	Copp's Coliseum	Computerized preventive maintenance system	\$ 30,000.00	In progress, dates for training program to be confirmed	\$ 18,173.00
		Standby Pumps - Ice Generation System	\$ 25,000.00	Engineering design complete; work to commence during summer	\$ 3,300.00*
Electrical	Copp's Coliseum	Improvements to house sound system	\$ 35,500.00	In progress, completion by April 1987	\$ 37,479.90**
		Improvements to arena lighting	\$ 50,000.00	In progress, completion by April 1987	\$ 63,500.00**
	TOTALS		\$1,086,090.00		\$821,334.41

NOTES;

* cost to date.

** overdrafts approved, additional financing arranged.

Summary of Arena Construction Projects

1987 March 12
Page 1 of 1

Project	Appropriation	Status	Cost to Date
Upgrading of Club Lounge	\$ 200,000.00	- architectural finishing on hold. - mechanical, ie. HVAC provisions being made.	\$ 60,268.00
Construction of Private Boxes	\$ 625,600.00	- proceeding with the finishing & furnishing of remaining boxes; completion by April 1987	\$383,495.10
Construction of Retail Space - Common Areas	\$ 250,000.00	- remaining funds to be combined with 1987 Capital Budget appropriation - combined work to be tendered in April 1987	\$ 66,897.00
Installation of Exterior Electronic Signage	\$ 350,00.00	- investigation continuing into location and placement of sign(s). Once finalized, package to be tendered	\$ 4,039.09
TOTAL	\$1,425,600.00		\$514,699.19

Description	Quantity	Unit Price	Total Price	Remarks
Excavation and backfill	100.00	20.00	2,000.00	Excavation and backfill for foundation
Foundation	100.00	20.00	2,000.00	Foundation for foundation
Foundation	100.00	20.00	2,000.00	Foundation for foundation
Foundation	100.00	20.00	2,000.00	Foundation for foundation
Foundation	100.00	20.00	2,000.00	Foundation for foundation
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Foundation	100.00	20.00	2,000.00	Foundation for foundation
Foundation	100.00	20.00	2,000.00	Foundation for foundation

Copps
Coliseum

APRIL 1987 - JULY 1987

APRIL 1987

1. Status Report on Confirmed Events

APRIL

1. Status Report on Confirmed Events - Copps Coliseum

APRIL

1. Status Report on Confirmed Events

APRIL

1. Status Report on Confirmed Events at Copps Coliseum - April to July, 1987

April, 1987

1. Status Report on Confirmed Events

1. Status Report on Confirmed Events - April to July, 1987

STATUS REPORT ON CONFIRMED EVENTS AT COPPS COLISEUM - APRIL TO JULY 1987

1. Status Report on Confirmed Events - April to July, 1987

2. "Canada's National Team vs. Canada All-star" hockey game - April 10th and 11th

3. City of Hamilton Hockey League - April 10th

May, 1987

1. Status Report on Confirmed Events

1. "The Great 10th" event - May 10th

June, 1987

1. Status Report on Confirmed Events

1. Status Report on Confirmed Events

.../2

STATUS REPORT ON DISPOSITIONS
AT COPS COLLEGE - APRIL TO JULY 1981

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
FROM : Joe Tsao, Sales Executive, Copps Coliseum
DATE : March 19th, 1987
RE : Status Report on Confirmed Events at Copps
Coliseum - April to July, 1987

April, 1987

5 Confirmed Events:

1. "Waylon Jennings/George Jones/Carroll Baker"
concert - April 4th
2. "The Super Fight" closed circuit TV boxing -
April 6th
3. "Canada's National Team vs. Canada
All-Stars" hockey games - April 10th and
12th
4. City of Hamilton Minor Hockey Day -
April 11th

May, 1987

1 Confirmed Event:

1. "The Beach Boys" concert - May 8th

June, 1987

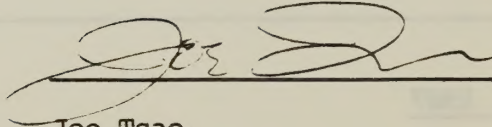
0 Confirmed Events:

(Arena floor construction)

July, 1987

0 Confirmed Events:

(Arena floor construction)



Joe Tsao,
Sales Executive.

JT/rjw

cc's: Mr. B. Conacher, Managing Director/CEO, HECFI
Mr. J. Crane, Director, Copps Coliseum

COPPS COLISEUM EVENT REVENUE REPORT SUMMARY

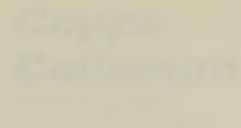
COPPS COLISEUM EVENT REVENUE REPORT SUMMARY							
MONTH	NUMBER OF EVENTS/ PERFORMANCES	ATTENDANCE	GROSS TICKET SALES	BASIC BUILDING FEE	BOX OFFICE FEE	EVENT CHARGES	FOOD & BEVERAGE CONCESSIONS
JANUARY	7	36,347	\$270,344.42	\$34,132.28	\$5,833.38	\$15,536.43	\$15,260.67
FEBRUARY	10	62,247	\$553,836.16	\$65,239.11	\$13,498.08	\$30,947.24	\$36,042.01
YEAR-TO-DATE	17	98,594	\$824,180.58	\$99,371.39	\$19,331.46	\$46,483.67	\$51,302.68

John A. Lauer

STATE OF NEW YORK

NAME	RESIDENCE	DATE	AMOUNT	REMARKS	DATE	AMOUNT	REMARKS	DATE	AMOUNT	REMARKS
...	...	...	...	...	...	...	...	...	...	...
...	...	...	...	...	...	...	...	...	...	...
...	...	...	...	...	...	...	...	...	...	...

100



2008-2009

FOR REVIEW: ☐

FOR INFORMATION: ☐

TO: City of Chicago, Office of the Mayor, Mr. Daley, Secretary

FROM: Mr. J. J. Conacher
Mr. J. J. Conacher

SUBJECT: Mr. J. J. Conacher
Chicago Police Department
Chicago Police Department

**COPPS COLISEUM - INCIDENT OCCURRENCE
BREAK, ENTER AND THEFT**

CHARGE: Mr. J. J. Conacher - Break, Enter and Theft

REMARKS:

FOR INFORMATION OF THE CITY OF CHICAGO

50725 COLLISION - INCIDENT OCCURRENCE
BRAIN, EYES AND CHEST



**Copps
Coliseum**

Victor K. Copps
Trade Centre Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel: 416-525-4451

M E M O R A N D U M

FOR ACTION: ☐

FOR INFORMATION: ☒

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 March 16

SUBJECT: COPPS COLISEUM - Incident Occurrence - Break, Enter and
Theft

RECOMMENDATION:

For information purposes only.

Continued /2 ...

BACKGROUND:

During the evening of 1987 March 8, a break, enter and theft occurred at the Coliseum. This incident went undiscovered until March 9 when full-time staff arrived for work and realized property was amiss.

Apparently, juveniles gained access to the building via exit doors along York Boulevard. Once inside, access to the staff maintenance area was gained by scaling the wire mesh partitions and entering locked offices through the suspended ceiling. Compact pieces of equipment, ie. two way radios and chargers, electrical meters, microphones, a camera and portable radio were removed. The replacement cost of these stolen articles was valued at \$5,000.00.

At approximately 9:30 p.m. on the evening of March 8, Hamilton-Wentworth Regional Police apprehended two juveniles with two way radios and a charger in the Lloyd D. Jackson Square. Sensing that the radios had been stolen from the Coliseum, police visited the building and conducted a search in the presence of the on-duty security guard. It was found that all doors were secured as well as the maintenance compound, and everything seemed in place. Not until the following morning did staff realize that equipment had been stolen. The required Police and Security Occurrence Reports have been completed by the Hamilton-Wentworth Regional Police Department and Pinkerton's of Canada Ltd. respectively. To date, the remaining stolen equipment other than the two way radios and a charger have not been recovered. An attempt will be made to recover the stolen property through our insurance company.

In an effort to curtail further such incidents in the future, a security system comprised of door motion detectors and camera surveillance equipment is presently being installed. In addition, security strips will be installed on all exterior doors preventing locking devices from being violated. These actions should significantly reduce the building's susceptibility to unauthorized entry and subsequent theft of property.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

1987 March 23

REPORT BY THE DIRECTOR OF COPPS COLISEUM

The month of March will have been the busiest since the official opening of Copps Coliseum with some very exciting events.

5.1 Events

The Alice Cooper concert performed to an audience of 7,000 on March 4, 1987 and it was certainly different from other shows that were staged at the Coliseum. Security had to be increased and patrons were searched prior to entering the Coliseum where pocket knives, alcohol and drugs were seized and appropriate action taken by the Hamilton-Wentworth Regional Police. The concert proceeded with very few security problems and very little damage to both the facility and the equipment.

On March 10, 1987 the Budweiser Arenacross provided great entertainment to approximately 6,000 patrons. As you could imagine there has to be a great deal of soil placed on the arena floor with all of the dashboards, south side and end seating removed which makes for a tremendous amount of work on both the move-in and move-out days. Hopefully, the next time around we will attract a greater attendance.

The Hamilton Steelhawks game with Sault Ste. Marie Greyhounds on March 12, 1987 was a pretty messy affair due to a bench-clearing brawl. Finally the police had to be brought onto the ice surface in order to have both teams retreat to their respective benches. A letter has been sent to the Commissioner of the O.H.L. indicating our concerns with this type of poor sportsmanship being demonstrated at Copps Coliseum.

The Team Canada vs the Soviet Union "Relive the Dream" series began at Copps Coliseum on February 13, 1987. The game provided approximately 13,000 fans with a great deal of excitement and flashes of the kind of talent on both teams which was exhibited in 1972. The second largest media gathering in the Coliseum's history (92 accredited reporters) turned up to watch the action. Once again it was a great game and Canada won the game by a score of 5 to 4.

5.1 Events Cont'd.

The M.S. Skate-a-thon took place at the Coliseum on Saturday, March 14 at 10:00 a.m. to 10:00 p.m. with special guest being Bobby Hull. The event went very well, however, I do not believe that they had as many turn out as last year.

The Walt Disney World On Ice Classic held at the Coliseum from Tuesday, March 17 to Sunday, March 22, 1987 was truly a classic event. This event is one of the few real family shows still remaining and was attended by approximately 70,000 patrons during the event. We look forward to them returning on a yearly basis.

The month of March closes out with such great events as Team Canada vs Moscow Selects on March 28, 1987, Wrestlemania III on Sunday, March 29, 1987 and the Billy Joel Concert on Tuesday, March 31, 1987 which is expected to be a sell-out.

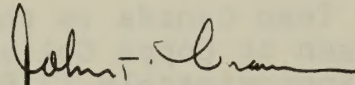
5.2 Technical and Engineering

A schedule has been prepared by Pigott Construction for the removal of the rink slab and piping. The schedule calls for work to begin on May 21, 1987 and completed on time for the Jehovah Witness gathering which is to take place on July 16, 1987. The Director will try and move-up to an earlier starting date if tentative holds are not firmed up during the first two weeks of May, hopefully, within the next few days.

The completion of the private boxes is on schedule and will be ready by the end of the first week in April.

The Administration Office Expansion is on schedule and will be completed in early May. The only delay is the heating and cooling coils which are on back order. Some temporary heating arrangements may have to be made to allow for occupancy of the space.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

5.1.1 Copps Coliseum Committee Minutes of
February 25, 1987

COPPS COLISEUM COMMITTEE

Wednesday, February 25, 1987

11:00 A.M.

Copps Coliseum Board Room

PRESENT: Alderman T. Murray, Chairman
Mr. D. Beattie, Vice-Chairman
Mr. W. McFarland
Alderman J. Gallagher
Alderman B. Hinkley, Chairman, HECFI

ALSO

PRESENT: Mr. B. Conacher
Mr. B. Calder
Mr. J. Leuser
Ms. L. Stewart, Secretary

REGRETS: Mr. D. Braley
Mr. T. Casey
Mr. J. Crane

The Chairman called the meeting to order at 11:50 a.m.

In Camera Session

MOVED by Alderman Gallagher, seconded by Mr. Beattie
that

THE COPPS COLISEUM COMMITTEE MEET IN CAMERA ON THE
FOLLOWING ITEMS.

MOTION CARRIED.

The following motions were carried during the In Camera
Session:

THAT THE IN CAMERA MINUTES OF FEBRUARY 3, 1987, BE
APPROVED, AS AMENDED.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS
COLISEUM - MARCH TO JUNE 1987, BE RECEIVED FOR
INFORMATION.

THAT THE COPPS COLISEUM EVENT REVENUE REPORT - JANUARY
1987, BE RECEIVED FOR INFORMATION.

THAT THE IN CAMERA SESSION BE ADJOURNED.

1. Minutes of February 3, 1987

1.1 Errors or Omissions

It was noted that Item 2.1 Copps Coliseum - Interior

Art Work, should read, "that an amount of \$5,000.00 be approved for the installation of the wall hangings ...".

1.2 Motion for Approval

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE MINUTES OF FEBRUARY 3, 1987, BE APPROVED, AS AMENDED.

MOTION CARRIED.

2. Business Arising From The Minutes

2.1 Handicapped Patrons/Concessions - Condiments

Alderman Gallagher advised that he would like to see low tables in place marked "Handicapped" for the condiments. Mr. Calder advised that the prepackaged condiments will be handed to the handicapped patrons first and if they require assistance a VSI employee will personally help the handicapped patron.

MOVED by Mr. Beattie, seconded by Mr. McFarland that

THE REPORT FROM VOLUME CONCESSION SERVICES REGARDING HANDICAPPED PATRONS/CONCESSIONS - CONDIMENTS, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Alderman Gallagher was opposed to this motion.

Alderman Hinkley advised that the Secretary should refer this matter to the Region's Physically Disabled Subcommittee for their consideration. He believes that this subcommittee may be better equipped to deal with this matter.

MOVED by Alderman Hinkley, seconded by Mr. Beattie that

THE MATTER REGARDING HANDICAPPED PATRONS/CONCESSIONS - CONDIMENTS, BE REFERRED TO THE REGION'S PHYSICALLY DISABLED SUBCOMMITTEE FOR THEIR CONSIDERATION AND SUBSEQUENT RECOMMENDATION.

MOTION CARRIED.

2.2 Use of Copps Coliseum by Minor Hockey Association

MOVED by Mr. McFarland, seconded by Alderman Gallagher that

THE CORRESPONDENCE ON THE USE OF COPPS COLISEUM BY MINOR HOCKEY ASSOCIATION, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Mr. Calder advised the committee that the Director of Copps Coliseum is awaiting the schedule information from the Director of Culture and Recreation.

2.3 Free Public Skating

Alderman Hinkley advised that he is pleasantly surprised with the price to open the arena to free public skating for four (4) hours, one day per month during the winter months. Mr. Calder advised that the costs that are provided here today are quantitative and other costs should be considered, ie. advertising, wear and tear on the building, non-union staff reimbursements. Alderman Hinkley advised that with a planned skating day there is a possibility of losing last minute concerts and/or events. Alderman Gallagher suggested that when advertising the public skating, the public should be aware that a concert or another event would take priority, and another date for the public skate would be set. Mr. Conacher advised that he is not aware of any major facility having free public skating and believes that security of the building would be a major problem. Mr. McFarland inquired about insurance for injuries to the public.

MOVED by Alderman Hinkley, seconded by Alderman Gallagher that

MANAGEMENT BE REQUESTED TO PREPARE A REPORT ON FREE PUBLIC SKATING FOR FOUR (4) HOURS, ONE DAY A MONTH IN COPPS COLISEUM DURING THE WINTER MONTHS, AND THAT ATTENTION SHOULD BE PAID TO; A) OVERCOMING THE PROBLEM OF SCHEDULING, AND B) THE PROS AND CONS OF THE ENTIRE PROGRAM.

MOTION CARRIED.

2.4 1987 Capital Projects

MOVED by Mr. Beattie, seconded by Alderman Gallagher that

THE DIRECTOR OF COPPS COLISEUM BE AUTHORIZED TO PROCEED TO TENDER THE FOLLOWING:

1. IMPROVEMENTS TO HOME TEAM DRESSING ROOM - \$25,000.00.
2. DRINKING FOUNTAINS - RINK LEVEL - \$10,000.00.

3. IMPROVEMENTS REQUIRED FOR OCCUPATION OF RETAIL/
MALL AREA - \$250,000.00
4. CONVERSION OF DOMESTIC HOT WATER GENERATION
SYSTEM - \$20,000.00.
5. IMPROVEMENTS TO PRESS FACILITIES - \$30,000.00.
6. GLYCOL STORAGE TANK - \$10,000.00
7. PROVISION OF SUN SCREEN, WEST ELEVATION WINDOWS -
\$35,000.00.
8. VARIOUS CAPITAL REPLACEMENTS AND REVISIONS FOR
CENTRAL UTILITIES PLANT - \$72,000.00.
9. ADDITION OF CITY HALL TO C.U.P. BUILDING AUTOMATION
SYSTEM - \$130,000.00.
10. VARIOUS CAPITAL REPLACEMENTS FOR CITY HALL -
\$54,000.00.
11. TEARDOWN/OVERHAUL OF CENTRAVACS - C.U.P., CITY
HALL AND PUBLIC LIBRARY - \$50,000.00.
12. VARIOUS CAPITAL REVISIONS AND REPLACEMENTS FOR
HAMILTON PLACE - \$61,000.00.

AND TO DETERMINE A PRIORITY LIST OF THESE ITEMS, AND
COMMIT AN AMOUNT OF APPROXIMATELY 10% OF THE ESTIMATED
PROJECT COST FOR DESIGN AND ENGINEERING SERVICES WHERE
APPLICABLE, AND THAT THE AUDIT AND FINANCE COMMITTEE
BE REQUESTED TO RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

The Secretary was directed to place on the next
committee agenda an update on the status of the
private boxes, the retail/mall area and the green
room. Included in this report should be time lines.
This report is to be presented by the Director of
Copps Coliseum.

The Chairman advised that with the demise of the
Construction Subcommittee, the completion of various
projects has taken an abnormally long time and this
committee should be made aware of any setbacks, etc.

A short discussion ensued on the electronic signage
to be located at the corner of York Boulevard and
Bay Street. Mr. Conacher reminded the committee that
this matter has not been resolved due to the problem
with sight lines at this corner. Mr. Conacher further
advised that a meeting has been set on March 4th to
view the electronic sign that has recently been
purchased and installed at the O'Keefe Centre in
Toronto. Alderman Hinkley also suggested that the
big "C" on the York Boulevard side of the building
should be lit every evening. Mr. Calder mentioned
that at present the sign is lit on event nights only.
Alderman Hinkley asked if a price determination
could be made on lighting the sign every evening by
way of a timer.

Mr. McFarland leaves the meeting at 12:20 p.m.

3. Marketing

3.1 Status Report on Confirmed Events at Copps Coliseum - March to June 1987

MOVED by Alderman Gallagher, seconded by Mr. Beattie that

THE STATUS REPORT ON CONFIRMED EVENTS AT COPPS COLISEUM - MARCH TO JUNE 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.2 Copps Coliseum 1987 Event Report Summary

MOVED by Mr. Beattie, seconded by Alderman Hinkley that

THE COPPS COLISEUM 1987 EVENT REPORT SUMMARY, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. New Business

4.1 Central Utilities Plant - Maintenance Van - Acceptance of Tender

Alderman Gallagher asked what the van will be used for and Mr. Calder advised that at present and in the past staff, when required, are using their own vehicles to pick up supplies that are urgently required for Copps Coliseum. Alderman Gallagher agreed that the use of private vehicles for City business must stop, however, he did not want to see a request for a van driver on this committee's agenda at any time.

MOVED by Mr. Beattie, seconded by Alderman Gallagher that

THE TENDER SUBMITTED BY JOHNSTON MOTORS LEASING, HAMILTON, IN THE TOTAL AMOUNT OF \$288.90 MONTHLY FOR THE LEASING OF A MAINTENANCE VAN BE ACCEPTED, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

4.2 Financial Results for Copps Coliseum for the
Month of January 1987

MOVED by Alderman Hinkley, seconded by Alderman
Gallagher that

THE FINANCIAL RESULTS FOR COPPS COLISEUM FOR THE
MONTH OF JANUARY 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4.3 Unaudited Operating Results for the Year Ended
December 31, 1986 for Copps Coliseum

MOVED by Mr. Beattie, seconded by Alderman Gallagher
that

THE UNAUDITED OPERATING RESULTS FOR THE YEAR ENDED
DECEMBER 31, 1986 FOR COPPS COLISEUM, BE RECEIVED
FOR INFORMATION.

MOTION CARRIED.

4.4 Unaudited Operating Results for the Year Ended
December 31, 1986 for Central Utilities Plant

MOVED by Alderman Hinkley, seconded by Mr. Beattie
that

THE UNAUDITED OPERATING RESULTS FOR THE YEAR ENDED
DECEMBER 31, 1986 FOR CENTRAL UTILITIES PLANT, BE
RECEIVED FOR INFORMATION.

MOTION CARRIED.

5. Report by the Director of Copps Coliseum

Alderman Hinkley advised that as a citizen attending
the Monster Truck show on the Friday evening perfor-
mance, he felt that he did not receive the value for
his dollar. He thought the show was boring and
excessively long because of the hour delay.

Mr. Beattie mentioned that although many complimentary
tickets were distributed for the Spectator Indoor
Games, this will increase public awareness of the
games for next year, and hopefully there will be an
increase in attendance.

MOVED by Alderman Gallagher, seconded by Mr. Beattie
that

THE REPORT BY THE DIRECTOR OF COPPS COLISEUM, BE
RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Other Business

Nil

7. Unfinished Business

These items were briefly discussed.

8. Date of Next Meeting

The next meeting of the Copps Coliseum Committee will be held on Wednesday, March 25, 1987 at 11:00 a.m. in the Copps Coliseum Board Room.

9. Adjournment

MOVED by Alderman Gallagher, seconded by Mr. Beattie
that

THE MEETING ADJOURN AT 12:40 p.m.

MOTION CARRIED.

Alderman T. Murray, Chairman

Leslee Stewart, Secretary

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5.2 Hamilton Convention Centre Committee Third Report

REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF MARCH 20, 1987

The Hamilton Convention Centre Committee presents its **THIRD REPORT** for 1987, with the following items given for information:-

1. Director's Report - February 1987

The Director, HCC, presented his report, a copy of which is attached as **Appendix "A"** and this was received for information.

Page 2

2. Correspondence

Attached as **Appendix "B"** - letters received for information.

Page 11

3. Comment Card and Client Evaluations

These were discussed and received for information; copies may be obtained from the Committee Secretary if needed.

4. Report of the Director, Finance/Administration

The Director distributed copies of his report, which was discussed and received for information.

5. Information on Events taking place at the Convention Centre

This item was brought forward by the Chairman, HECFI, apropos several previous meetings at which Information regarding upcoming events for Convention and Banquet Suppliers of Goods and Services had been discussed. Although no formal motion was made, it was agreed that the Director of the Region's Visitor and Convention Services be asked to attend a meeting of the Convention Centre Committee, in order that he and the Centre could better understand each other's point of view on dispensing information and names to be contacted by service companies.

6. Technology Showcase - Plaque

The Director showed the Committee a plaque which had been produced by a student in appreciation of the Centre's assistance in the success of the Board of Education's Technology Showcase which was held at the Centre in January.

7. Date of Next Meeting

The date of the next meeting was set as April 24, 1987 and the members present agreed that 8:00 o'clock a.m. would be a very convenient time, as they could more easily get to their other business sooner in the day.

Respectfully submitted

B. Goddard, Secretary

Alderman R. Wheeler, Acting Chairman
Hamilton Convention Centre Committee



HAMILTON CONVENTION CENTRE

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE

FROM THE DIRECTOR

FOR THE MONTH OF FEBRUARY, 1987

INTRODUCTION:

February was another successful month, in that the Centre was 15% over budget for a revenue of \$187,000. For the first two months of the year, however, the Centre is down 6% from 1986. Notwithstanding, March's figures will keep us over budget, and will bring us even with, or even exceed the first quarter of 1986.

OPERATIONS:

Large banquets, shows and special events were highlighted in February at the Centre.

Banquets included the B'nai B'rith Dinner (1075 people), Status of Women (750), Women's Canadian Club (550), Gerontological Nursing (200) and Proctor and Gamble (800).

The Boat Show was a new show for the Centre and attracted some 6,500; the Show will repeat next year using more space.

Special events included the Steeler Mile (300), Government of Ontario Marketplace (500), Mardi Gras (1,000), the Holstein Association Cattle Auction (600) and the Ontario Karate Championships (2,000).

STEWARDED DEPARTMENT:

Robert (Bob) Racey, the new Chief Steward, arrived at the Centre on Monday March 16th and is now in the process of strengthening the Stewarding Department.

A handwritten signature in dark ink, appearing to read 'W. J. Penfold', with a long horizontal line extending to the right.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg

March 17, 1987



ALDEL LIMITED

MEETING PLANNING CONSULTANTS

February 23, 1987

Ms. Arlene Murphy
Events Co-ordinator
HAMILTON CONVENTION CENTRE
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Arlene:

I would like to take this opportunity to sincerely thank you and all of the staff involved with the Ontario Marketplace for their kind co-operation and assistance during our event. Everything ran smoothly. The attitude of the staff we came in contact with was fantastic, they were always willing to help or assist in whatever way possible. I'm sure that the show proved to be successful for the government and the many exhibitors in the show and we had many excellent comments on the facilities at your fine Convention Centre.

Your personal attention to detail certainly assisted us with the co-ordination of the overall event and made for a much smoother running show.

In closing, may I ask that you pass along our sincere thanks to all of the set-up staff, waitresses, catering people, etc., that helped us and our best wishes to all concerned. Hopefully we will be returning to Hamilton in the near future for other events at your fine centre. In any event, you may rest assured we will certainly not let an opportunity go by in mentioning the success that we had.

Yours sincerely,

ALDEL LIMITED

James H. Clare

JHC/dn

stelco

Stelco Inc.

General Office
Stelco Tower
Hamilton, Ontario
L8N 3T1
(416) 528-2511

February 18, 1987

Alene -
For your
info.
Lu

Corporation of the City of Hamilton
Treasury Department
City Hall
Hamilton, Ontario
L8N 3T4

Gentlemen:

Re: Hamilton Convention Centre
Reception/Dinner
January 21, 1987
Invoice No. 66707

Enclosed you will find our cheque for \$772.60 to cover the costs for the above function.

Our reception went very well and we would certainly consider the Convention Centre for other business functions in the future.

Thank you.

Yours truly,
STELCO INC.

J. A. Jennings

J. A. Jennings
Manager
Bar Mill Products

JAJ/LG
Encl.

Robin
Cheque sent to City Hall.
I thought you might like to see
LaBelle

RECEIVED FEB 25 1987



CHCH TV 11
163 Jackson Street West
P.O. Box 30, Station A
Hamilton, Ontario L8N 3A6
(416) 522-1797

Mr. Salvatore Farrauto,
Hamilton Convention Centre,
115 King Street West,
Hamilton, Ontario.
L8P 4T9.

February 23, 1987.

Dear Sal;

Just a note of appreciation for your presence at our Radio Television News Directors' Association board meeting last week.

The Luncheon was excellent, and created the desired impression. You'll note our president ate two melon ball fruit cocktails, and by my count five buns.

I particularly appreciated your brief presentation at the end of lunch. Thanks to Nat Davidson for generously laying on the lunch, and you for being there.

It's no wonder Hamilton's projected convention business for 1987 is looking so good, with the kind of smooth professionalism I saw last Thursday. I was proud to be a Hamiltonian.

Sincerely;

A handwritten signature in black ink, appearing to read 'John Best'.

John Best
News Director
Niagara Television Limited

cc: Nat Davidson.

5.2.1 Hamilton Convention Centre Committee
Minutes of February 27, 1987

THE UNIVERSITY OF CHICAGO
LIBRARY

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, February 27, 1987

9:00 o'clock a.m.

Albion "C" HCC

PRESENT: Mr. Terry E. Yates, Chairman
Alderman Reg Wheeler, Vice-Chairman
Mr. Duncan M. Beattie
Mr. Norman Levitt

ALSO PRESENT: Alderman Brian Hinkley
Chairman of the Board, HECFI
Mr. Brian K. Conacher
Managing Director/CEO, HECFI
Mr. William J. Penfold, Director,
Hamilton Convention Centre
Mr. John A. Leuser, Director,
Finance/Administration, HECFI
Mrs. B. Goddard, Secretary

ABSENT: Mr. David O. Braley - sickness
Mr. Fred Bogden, Director
Marketing/Sales Division, HECFI - sickness

Chairman's
Remarks

1. Chairman's Remarks

The Chairman called the meeting to order at 9:00 a.m. noting that Mr. Braley had informed him the day before that he would be unable to attend the meeting.

Minutes of
Previous
Meetings

2. Minutes of previous meetings

2.1 November 21, 1986

It was MOVED by Mr. Beattie, seconded by Alderman Wheeler -

THAT THE MINUTES OF THE MEETING HELD NOVEMBER 21, 1986 (BUDGET MEETING) BE APPROVED AS DISTRIBUTED TO THE MEMBERS.

MOTION CARRIED

2.2 January 30, 1987

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE MINUTES OF THE MEETING HELD JANUARY 30, 1987 BE APPROVED AS DISTRIBUTED TO THE MEMBERS.

MOTION CARRIED

- 2 -

Matters
Arising
from
previous
meetings

3. Matters Arising from Minutes of previous Meeting

It was noted by the Chairman that the follow-up items from the previous meeting had been dealt with, except for one item. The Managing Director reported that with regard to the Marketing Plan, due to the illness of the Marketing Director, an interim measure had been adopted whereby Messrs. Penfold, Davidson, Burrows, Crane and Tsao had been assigned to compile the marketing plans for all three facilities in readiness for the Managing Director to integrate them into the overall Business Plan for HECFI for 1987.

Business
Plan

The Business Plan was to be presented to the Board of Directors for consideration at its special meeting to be held on March 6, 1987, which had meant there had been insufficient time for the three Facility Committees to see it, but the members were assured it would be distributed on March 3, 1987 in order that they would be able to peruse it before the special Board meeting.

Director's
Report

4. Director's Report - January 1987

The Director, HCC, reported that January 1987 had been the best January ever for the Convention Centre, revenue of \$142,000 having exceeded budget of \$119,000. Revenue was 3% over the actual revenue for 1985.

Future Sales for January were \$343,000 compared to \$428,000 for January 1986 - there was \$1.4 million on the books for the remainder of 1987 and this should increase over the next few months.

Large events during the month were Leeds Bridal Show (3,000) Hamilton Ukrainian Canadian Professional and Businessmen's Club (325) Hamilton Board of Education Technical Showcase (2,000) Ad and Sales Club Dinner (400) Hamilton Academy of Medicine (350) and the Ontario Arena Association (300).

The number of conventions and association meetings to be held at the Centre in 1987 totals 19 so far with a very busy May/July period when ten of these events are scheduled.

Hiring of
new Assis-
tant Chief
Steward

The new Assistant Chief Steward has been hired and comes from the Brock Sheraton Hotel in Niagara Falls, where he was Chief Steward. He will fill in for the Chief Steward while she is ill and there is written confirmation that if she returns he will drop back into the Assistant Chief Steward position. His name is Rob Racey and he will start at the Centre on March 16, 1987.

The Annual Bed Race was held in Downtown Hamilton early in February and the Convention Centre team won the event. Also, the Steeler Mile was run with the Convention Centre Team being second in the Celebrity Race.

Staff
Vacations

The Chairman wished to know whether the busy period during the summer would affect holidays for the staff, and the Director informed the meeting that he did not expect this to impact too unfavourably on the Centre - he had requested that all staff take two weeks of their holidays in the summer months if possible.

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -
THAT THE DIRECTOR'S REPORT BE RECEIVED FOR INFORMATION.

MOTION CARRIED

Client
Evaluations5. Client Evaluations

The matter of Comment Cards was raised by Alderman Hinkley, who wished to know the length of time they took to reach the Director of the Facility, as he knew of one which had been handed to the Information Desk Clerk at a function two weeks ago. The Director undertook to investigate the matter, and during the discussion which followed it was requested that the cards be put on the tables at functions periodically in order to elicit more comments from clients who might not otherwise know they were available. Another location that was suggested was near the escalators.

Direct

Coffee

Alderman Wheeler once again mentioned the coffee and was informed by the Director that he had sampled quite a number of different products at the Food and Beverage Show in Toronto a few days previously.

Loading
Dock

Another matter raised by Alderman Wheeler was the loading dock - he wanted to know if there were lines painted on the floor indicating the different docks and was assured by the Director that the Operations Manager had already dealt with the matter.

It was MOVED by Mr. Beattie, seconded by Alderman Wheeler -
THAT THE CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION

MOTION CARRIED

Unaudited
Operating
Results
for 19866. Unaudited Operating Results for the Year ended December 31, 1986

The Director, Finance/Administration, reported that the auditors had been here for the past two weeks and had left on Wednesday - their findings will now be reviewed by the firm and the Audited Financial Statements will be completed at the end of March. They will then be available for the Board of Directors' consideration and recommendation in April.

Revenue
Surplus

1986 had been the best revenue year ever for the Centre. There were various reasons why the surplus of revenue had not increased as expected, included among which was the expense incurred during the time the MacNab Arms Restaurant project was in progress, and also the fact that the building is getting older and needs more expenditure on maintenance. There had also been a change in the accounting policy - it had been decided to "expense" the dry goods inventory. The direct costs of operating the building were well controlled by the Director.

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE UNAUDITED OPERATING RESULTS FOR THE PERIOD ENDED DECEMBER 31, 1986 BE RECEIVED FOR INFORMATION

MOTION CARRIED

Financial
Results for
January

8. Financial Results for the Month ended January 31, 1987

The Director, Finance/Administration, reported that the City Treasury closes off accounts for the previous year during the latter part of February, with the result that detailed figures for January are not presently available. What he had done was to monitor the figures on an annual basis and report revenues for the month, and the Centre was off to a fine start. He had attached the food and beverage margin, the part-time labour report and the event revenue report summary for the month, to his report.

It was MOVED by Mr. Beattie, seconded by Mr. Levitt -

THAT THE FINANCIAL RESULTS FOR THE MONTH ENDED JANUARY 31, 1987 BE RECEIVED FOR INFORMATION

MOTION CARRIED

Information
Package

8. Information Package

This was received for information, and the Director and Mr. Levitt agreed to arrange a tour of the Facility during the following week.

Tour

Date of
next
meeting

9. Date of next meeting

It was decided that, as it was not likely a quorum could be achieved on the next regularly scheduled date for a meeting of the committee, the most suitable date would be Friday, March 20, 1987. The Secretary was asked to make sure all concerned were duly notified.

Secreta

Adjournment

10. Adjournment

It was MOVED by Mr. Beattie, seconded by Alderman Wheeler -
THAT THE MEETING ADJOURN

MOTION CARRIED

Taken as read and approved,

B. Goddard
B. Goddard
Secretary

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

During the In Camera Session which followed the regular meeting,
the following recommendations were MOVED, SECONDED AND CARRIED by
the Committee:

Marketing/Sales Division

4.2 Monthly Overview - January 1987

4.3 Estimated Confirmed Conventions and Community Effect

THAT ITEMS 4.2 AND 4.3 BE RECEIVED FOR INFORMATION.

4.5 Functions over/under "400"

THAT THE REPORT ON THE SIZE OF FUNCTIONS AND THEIR DOLLAR
VALUE TO THE CENTRE AND COMMUNITY BE RECEIVED FOR
INFORMATION.

Audit/Finance Division5. Capital Budget Items for 1987

THAT THE FOLLOWING ITEMS IN THE TOTAL AMOUNT OF \$287,500, AS PROVIDED FOR IN THE 1987 PORTION OF THE 1987-1991 CAPITAL BUDGET PROGRAMME BE PROCEEDED WITH:-

(a)	(i)	KITCHEN ADDITION	\$150,000
	(ii)	DISHWASHER	\$60,000
	(iii)	INSTALLATION OF WASHROOM IN VIP ROOM (314)	\$7,500
	(iv)	FREEZER	\$15,000
	(v)	STRIP LIGHTING - WENTWORTH	\$15,000
	(vi)	SMALL EQUIPMENT REPLACEMENT	\$15,000
	(vii)	AUDIO VISUAL EQUIPMENT	\$25,000

(b) THAT THE AUDIT AND FINANCE COMMITTEE BE REQUESTED TO RECOMMEND THE METHOD OF FINANCING.

6. Purchase of Dance Floor

THAT THE CANADIAN MADE DANCE FLOOR, INCLUDING ALL PERIMETER TRIM AND DANCE FLOOR CADDIES, BE PURCHASED FROM UNICAN TRADING LIMITED FOR THE TOTAL COST OF \$31,000.

Other business7. Donated Wine

THAT THE HAMILTON CONVENTION CENTRE ALLOW DONATED WINE TO BE SERVED AT THE FOLLOWING THREE FUNCTIONS ONLY, WITH A LIMIT OF TWO BOTTLES PER TABLE - ONE RED AND ONE WHITE:-

- (a) ST. JOSEPH'S HOSPITAL CHARITABLE FUNCTION
GILDA CINO MEMORIAL;
- (b) ONTARIO MUNICIPAL RECREATION ASSOCIATION CONFERENCE;
- (c) McMASTER UNIVERSITY - CENTENNIAL YEAR DINNER DANCE.

5.3 Hamilton Place Committee Second Report

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THE LIBRARY
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THE UNIVERSITY OF CHICAGO
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HAMILTON PLACE

REPORT OF THE HAMILTON PLACE COMMITTEE

TO THE BOARD OF DIRECTORS OF
HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

The Hamilton Place Committee presents its SECOND REPORT from its meeting held Thursday, March 26th, 1987 and respectfully recommends the following:

1. That the Audit/Finance Committee consider and approve for presentation to the Board:

- 1.1 Awarding of Cleaning contract to White Star Cleaning Service Limited
- 1.2 Awarding of contract for Draperies, Great Hall stage, to Sapphire Staging of Mississauga
- 1.3 Proposal call for Marquee - through City Purchasing Department - for new exterior electronic full matrix marquee attached to the southwest corner of Hamilton Place.

NOTE: Trevor Garwood-Jones recommendation will be requested regarding the Marquee.

The following items are for information only:

2. Hamilton Performing Arts Foundation

Mr. Conacher, Managing Director, has met with Ross and McBride and will cause to have available for the next HECFI Board Meeting a) Minutes of the January 8, 1987 meetings of HPAFI and b) the Amendment to By-Law No. 1 regarding Board membership.

3. Advance Bookings/Contracts/Commitments

Mr. Burrows reviewed the current status of Hamilton Place Programming.

4. Assistant Director's Report

Attachment 4.2

Mr. Ellison reviewed the status of all Capital & Maintenance items. Mr. Burrows reported that a) the Capital Improvement Surcharge Fund contributed (with interest) \$188,000 in 1986 and b) that the current balance available for proposed projects is approximately \$123,000.

5. Director of Marketing - Report

Mr. Bogden not available. No report.

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6. Director of Finance & Administration - Report

Financial Statements, received for information, show a budgetary surplus for January, February of \$1,194.

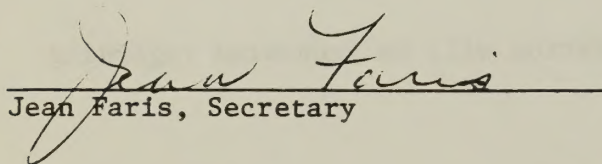
7. Other Business

- 7.1 Client Evaluation Forms were discussed. Mr. Burrows reported that a form had been drafted to be completed by all clients (Promoters and Licencees) of Hamilton Place.

Following discussion, Chairman Hinkley suggested that Client Evaluation Forms and Comment Cards similar to those used by Hamilton Convention Centre be employed for the benefit of staff, management and the Board and that there be discussion with Copps Coliseum concerning their new form.

Mr. Burrows will make recommendation to the Committee at its next meeting.

Respectfully submitted,


Jean Faris, Secretary

REPORT TO THE HECFI AUDIT AND FINANCE COMMITTEE

and the

HAMILTON PLACE COMMITTEE

March 23, 1987

SUBJECT: THE CLEANING OF HAMILTON PLACE

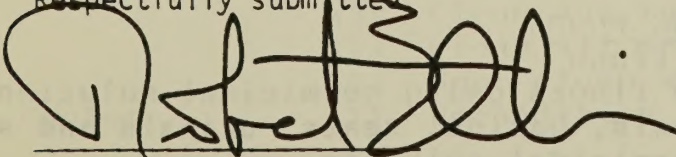
RECOMMENDATION: that the Hamilton Place Committee recommend approval to the Audit and Finance Committee for forwarding to the next meeting of the HECFI Board the following:

- 1) That Hamilton Place retain the services of White Star Cleaning Service Limited of Hamilton at a cost of \$6.55 per hour in 1987, \$6.65 per hour in 1988 and \$6.75 per hour for the optional year of 1989.
- 2) That the cost of cleaning services be financed through the budgetary allocation contained in the 1987 budget: 8350-10-37

BACKGROUND INFORMATION

A tender call was issued for the cleaning of Hamilton Place by the City's Purchasing Department for which three quotations were received. It is recommended that we retain the services of our present cleaners, White Star Cleaning of Hamilton. Their bid was not the lowest in the first two years of the contract but is the lowest in the third year. We feel that another company would not be able to match the level of service that White Star provides.

Respectfully submitted



Robert Ellison, Assistant Director
for Thomas Burrows, Director

SCHEDULE A

JANITORIAL SERVICES TO BE PROVIDED FOR HAMILTON PLACE

Contact Mr. Jim Elder 525-3100

The following cleaning schedule and specifications are intended only as basic guidelines for the Cleaning Program being undertaken at Hamilton Place. It is not intended to include every minute detail involved, but rather to present a flexible plan of operation. The primary objective is to provide maximum performance within the general framework of these specifications, and make the necessary adaptations to best meet the varying needs of the building and occupants.

AREAS - Hamilton Place Great Hall, Studio Theatre, Lobbies, Hallways, Dressing Rooms, Meeting Rooms, Office, Etc. Etc. in all parts of the building

SCHEDULE

General Cleaning - Monday through Sunday at flexible hours and as required for pre-show, intermissions and matinee cleanup of all public areas.

IMPORTANT

On completion of work in all rooms, office areas and janitorial closets, lights must be turned off and all doors locked and checked.

ALL PARTS OF THE BUILDING

Weekly:	(1)	Spot clean walls and clean glass
Four Week Cycle:	(1)	Damp clean waste baskets
Annually as requested:	(1)	Damp clean Naugahyde leather furniture

MEETING ROOMS AND STAR DRESSING ROOMS

Daily:	(1)	Collect trash and deposit in designated areas
	(2)	Empty ash trays and damp wipe clean
	(3)	Clean sand urns and replenish sand as needed
	(4)	Dry sweep and vacuum carpets, spot clean as needed
	(5)	Dust all furniture, fittings and ledges
Monthly:	(1)	Spot clean walls and doors and clean glass
	(2)	Damp clean waste baskets

CORRIDORS AND DRESSING ROOMS IN ALL AREAS

Daily:	(1)	Sweep and damp mop floors
	(2)	Buff floors as needed
	(3)	Collect trash
	(4)	Empty ash trays and damp wipe clean
	(5)	Clean and polish water fountains
	(6)	Dust all ledges and clean all glass

SHOWERS AND WASHROOM UNITS IN DRESSING ROOMS

Daily:	(1)	Collect trash
	(2)	Damp mop floors using germicidal solution
	(3)	Clean bowls, basins, seats, urinals and showers using germicidal solution
	(4)	Spot clean partitions, wainscoting and doors
	(5)	Polish fixtures, dispensers and mirrors
	(6)	Refill soap, towel, tissue and napkin dispensers

STUDIO THEATRE LOBBY

Daily, weekly and six week cycle as for Main Lobby

SERVICES FOR HAMILTON PLACE Continued

RAMP, STAIRWAYS AND CROSSOVERS TO AND ON BALCONY LEVELS

- Daily: (1) Collect trash
(2) Clean sand urns and replenish sand as required
(3) Empty ash trays and damp wipe clean
(4) Vacuum carpet in all areas and spot clean when necessary
- Two Week Cycle: (1) Damp clean walls and partitions
- As needed: (1) Recondition floors

STUDIO THEATRE COAT CHECK

As for Main Lobby Coat Check

GREAT HALL AND STUDIO THEATRE - ALL LEVELS

- Daily: (1) Sweep floors and damp mop
(2) Remove trash
(3) Dust all ledges, railings, doors, etc.
(4) Dust all seat arms and speakers
- Monthly: (1) Spot clean walls and doors
(2) Wash hand rails

OFFICE AREA, BOARD ROOM AND HALLWAY

- Daily: (1) Collect trash and deposit in designated areas
(2) Empty ash trays, damp wipe clean
(3) Dry sweep floors and vacuum carpets and spot clean when necessary
(4) Dust furniture, desk, phones, file cabinets, window ledges (papers left on desks will not be disturbed)
(5) Turn off lights and check all doors on completion of work to make sure they are locked
- Monthly: (1) Clean all interior glass

STAIRWAYS AND LANDINGS WITH NO FLOOR COVERINGS

- Daily: (1) Sweep stairs
(2) Dust railings, ledges, doors, etc.
- Weekly: (1) Wash stairs weekly or as needed
- Monthly: (1) Spot clean walls and doors
(2) Wash hand rails

BOX OFFICE

- Daily: (1) Sweep floors, damp mop, vacuum carpets and mats and spot clean
(2) Clean all interior glass and dust all ledges
(3) Collect trash
(4) Clean sand urns, replenish sand as needed
(5) Clean any furniture and fittings
- Weekly: (1) Clean all metal trims
(2) Spot clean walls
- Six Week Cycle: (1) Recondition floors (Strip & Seal - No Wax)

MAIN LOBBY

- Daily: (1) Sweep floors, damp mop
(2) Clean all interior glass, dust all ledges
(3) Collect trash
(4) Clean sand urn, replenish sand as needed
(5) Clean all furniture and fittings
(6) Clean aluminum sliding doors

SERVICES FOR HAMILTON PLACE Continued

MAIN LOBBY Cont'd.

Weekly:

- (1) Clean all metal trims
- (2) Spot clean walls, polish woodwork

Six Week Cycle:

- (1) Recondition floors (strip & seal - No wax to be used on any of the Quarry Tile)

MAIN LOBBY COATCHECK

Daily:

- (1) Sweep floors, damp mop, machine buff
- (2) Clean and dust all hangers
- (3) Clean and dust counter top and storage shelves
- (4) Collect trash

WASHROOMS IN ALL AREAS

Daily:

- (1) Collect trash and deposit in designated area
- (2) Damp mop floors using germicidal solution
- (3) Clean bowls, basins, seats, urinals, using germicidal solution
- (4) Spot clean partitions, wainscoting and doors
- (5) polish fixtures, dispensers and mirrors
- (6) Refill soap, towel, tissue and napkin dispensers
- (7) Dust and clean all furniture
- (8) Dust and clean all ledges
- (9) Spot clean carpets
- (10) Clean all glass

BASEMENT AND H.P.O. MUSIC LIBRARY

Daily:

- (1) Sweep floors, damp mop, machine buff or vacuum carpets
- (2) Spot clean bad marks on floor
- (3) Spot clean walls

ELEVATORS

Daily:

- (1) Sweep and damp mop
- (2) Clean doors, walls, fixtures and tracks

TENDER ANALYSIS - MARCH 4, 1987

CLEANING & MAINTENANCE OF HAMILTON ENTERTAINMENT & CONVENTION FACILITIES INC.

PART A - HAMILTON PLACE

MODERN BUILDING
CLEANING INC.
HAMILTON

FEDERATED BUILDING
MAINTENANCE CO. LTD.
TORONTO

WHITE STAR CLEANING
SERVICES LTD.
HAMILTON

HOURLY RATE FOR JANITOR-1987

\$6.52 1-

\$6.55

-1988

6.59 1

6.65

FOR OPTIONAL TWELVE (12) MONTHS

6.78

6.75 1

Number of permanent and part time employees presently employed at the local business address

140

35

60

Will more employees have to be hired if you are the successful contractor?

YES

YES

YES

How many?

4-5

As required

5

Number of people, and the total number of hours per week that will be required to complete the work as detailed on the schedule of maximum daily hours for regular cleaning

250 hours, 6 staff

190 hours, 6 staff

145 hours, 5 staff 1

Number of years experience of local manager and supervisor

24

Manager 10 years
Supervisor 5 "

8

Net total amount

\$15,000

\$15,000

\$15,000

Agreement to Bond

YES

YES

YES

UNABLE TO BID - Hurley Brothers Ltd.
Hamilton Prokleen Maintenance

OFFICIALS IN ATTENDANCE - S. Collins, Alderman
E. A. Simpson, City Clerk
T. Bradley, Director of Purchasing

REPORT TO THE HECFI AUDIT AND FINANCE COMMITTEE
AND
THE
HAMILTON PLACE COMMITTEE

March 23, 1987

SUBJECT: THE SUPPLY OF DRAPERIES FOR THE GREAT HALL STAGE

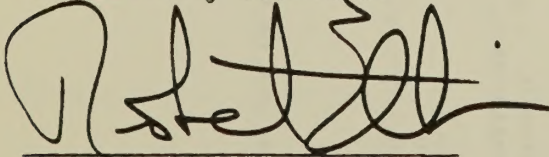
RECOMMENDATION: that the Hamilton Place Committee recommend approval to the Audit and Finance Committee for forwarding to the next meeting of the HECFI Board the following:

- 1) That the quotation submitted by Sapphire Staging of Mississauga in the amount of \$29,666.69 inclusive of retail sales tax for the supply of draperies for the Great Hall stage be accepted.
- 2) That the purchase of these draperies be financed from the Reserve Account: Capital Improvement Surcharge, Hamilton Place.

BACKGROUND INFORMATION

A tender call for new stage draperies produced five responses of which the lowest, Sapphire Staging of Toronto is being recommended. The present draperies have been in continuous use for 13½ years and should have been replaced three and a half years ago.

Respectfully submitted



Robert Ellison, Assistant Director
for Thomas Burrows, Director

GREAT HALL AND STUDIO THEATRE DRAPERY SPECIFICATIONS

The following items manufactured (without fullness) from 22 oz., 100% cotton, flame retardant, black velour from same dye lot samples. Heavy duty, flame retardant jute on top with grommets on 12" centres.

Vendor to supply material samples of not less than 1 ft. sq.

Vendor to supply sample of bottom hem with chain or washers attached.

Certificate of flame retardance will be provided.

Cost each item separately.

GREAT HALL

2 prs. Legs 30' x 12' each leg with 12 inch turnback on side hems

2 prs. Legs 30' x 11' each leg with 12 inch turnback on side hems

1 pr. Legs 30' x 13' each leg with 12 inch turnback on side hems

6" hem on bottom of legs with chain or steel washers suspended in the top of the hem pocket leaving 2" clearance between pocket and bottom of legs.

3 Borders 10' x 66'

2 Borders 10' x 70'

Borders to have chain or steel washers suspended in top of the bottom hem pocket 3½" hem

1 border to have no chain or washers but a pipe pocket suspended in the bottom hem

4 Drapes 30' x 50' with 12 inch turnback on side hems

1 Drape 30' x 60' with pipe pocket on back of bottom hem and 3" above hem

1 30 x 60 white sharkestooth scrim

68 yds. black velour

Legs and Borders to have double grommets in both ends of top webbing

STUDIO THEATRE

7 Legs 8 feet wide x 25 feet 10" long

3" webbing along top with grommets or ties on 12" centres

Studio legs to have a pipe pocket suspended in the bottom hem

2" from bottom of pocket to bottom of hem 6' hem

Leg to have double grommet in both end of top webbing

TENDER ANALYSIS - DECEMBER 5, 1986

GREAT HALL STAGE DRAPERS, HAMILTON PLACE

Provincial Sales Tax is extra at 7%

GREAT HALL

	2 Prs. 30' x 12'	2 Prs. 30' x 11'	1 Pr. 30' x 13'
	Unit Price	Unit Price	Unit Price
	Total	Total	
✓ Sapphire Staging Toronto, Ontario	\$1,275.85/pr. \$2,251.70	\$1,271.58/pr. \$2,543.16	\$1,712.85

NOTE: Bid on Original Form of Tender
\$3,572

✓ Stanley Ash Theatrical Decorations, Toronto	\$1,825	\$1,544	\$3,334	\$1,831
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✓ William F. White Limited Toronto, Ontario	\$1,825	\$1,544	\$3,334	\$1,831
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✓ Avon Window Shade & Drapery Hamilton, Ontario	\$1,992.90	\$1,992.90	\$3,985.80	\$1,992.90
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	3 Borders 10' x 66'	2 Borders 10' x 70'	4 Drapes 30' x 50'
	Unit Price	Unit Price	Unit Price
	Total	Total	Total
Sapphire Staging	\$1,331.74 \$ 3,995.22	\$1,425.95 \$2,851.90	\$2,549.56 \$10,198.25

Stanley Ash Theatrical	\$ 4,379	\$3,102	\$12,523
------------------------	----------	---------	----------

William F. White Limited	\$1,849 \$ 5,547	\$1,971 \$3,942	\$4,049 \$16,196
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Avon Window Shade & Drapery	\$3,602.30 \$10,806.90	\$3,837.60 \$7,675.20	\$6,652.10 \$26,608.40
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GREAT HALL, Cont'd.

TENDER ANALYSIS - PAGE TWO

	<u>1 Drape 30' x 60'</u> <u>Unit Price</u>	<u>1 30 x 60 Scrim</u> <u>Unit Price</u>	<u>68 yards black velv</u> <u>Yard Price</u> <u>Total Price</u>
Sapphire Staging	\$2,948.50	\$1,980.75	\$18 51,551
Stanley Ash Theatrical	\$3,369	\$1,392	\$21.56 51,166.08
William F. White Limited	\$6,443	\$2,312	\$22.95 51,560.60
Avon Window Shade & Drapery	\$7,832.50	\$4,959.50	\$38.31 52,605.08

STUDIO THEATRE

EVALUATED BID - TOTAL ORDER

	<u>7 Legs 8' x 25' x 10"</u> <u>Unit Price</u>	<u>Total</u>
Sapphire Staging	\$374.90	\$2,624.30
Stanley Ash Theatrical	\$688.04	\$4,816.28
William F. White Limited	\$552	\$3,864
Avon Window Shade & Drapery	\$821.60	\$5,751.20

****** ~~\$29,404.98~~
156,163

\$38,511.67
\$46,511.46
\$76,645.27

UNABLE TO BID - J. D. McDougall Ltd., London, England

OFFICIALS IN ATTENDANCE - T. Murray, Alderman
E. A. Simpson, Alderman
T. Bradley, Director of Purchasing

Total of quote with scrim \$29,706.63
Less price of scrim 1,980.75
\$27,725.88
Plus 7% P.S.T. 1,940.81
TOTAL \$29,666.69

REPORT TO THE HECFI AUDIT AND FINANCE COMMITTEE

and the

HAMILTON PLACE COMMITTEE

March 23, 1987

SUBJECT: THE SUPPLY AND INSTALLATION OF A NEW EXTERIOR ELECTRONIC FULL
MATRIX MARQUEE FOR THE SOUTH WEST CORNER OF HAMILTON PLACE

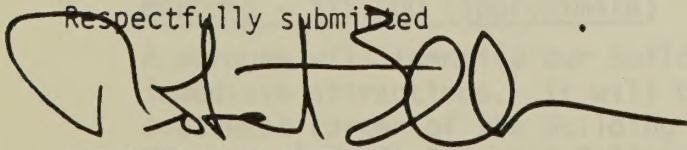
RECOMMENDATION

- 1) That the Proposal Call that has been prepared by Hamilton Place in conjunction with the City's Purchasing Department be issued for the supply and installation of a new exterior electronic full matrix marquee attached to the south west corner of Hamilton Place.
- 2) It is recommended that the source of funds for this capital item be designated from the Reserve Account: Capital Improvement Surcharge, Hamilton Place.

BACKGROUND INFORMATION

A marquee will identify our building as well as indicate current and immediate attractions. It will be attached to the building at the south west corner of the building directly over Summers' Lane and Main Street. A draft Proposal Call has been prepared by Hamilton place in cooperation with the City's Purchasing Department. It will be issued subject to the necessary approvals.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Robert Ellison', written over a horizontal line.

Robert Ellison, Assistant Director
for Thomas Burrows, Director

HAMILTON PLACE

EXTERIOR ELECTRONIC FULL MATRIX MARQUEE SIGN

SPECIFICATIONS

One illuminated display of one wrap around electronic message centre 27 feet long, 2 line, full matrix, with 21" high characters.

Top sections (facing west and south) overall size wrap around display (containing the name Hamilton Place) will each be 2 feet 8 inches high by 16 feet long. Anodized bronze aluminum face with copy routed out and infilled with plastic. Illuminated from within by H/O fluorescent lamps.

Bottom section sheet metal wrap around display 1 feet 6 inches high by 16 feet wide. Painted to match anodized bronze aluminum finish. "Theatre" outlined with double tube red neon and covered with protective clear Lexan plastic. Floodlights on concrete buttresses.

Supply monitor to programme sign to be included and located in administration offices.

Supply lighting for entrance at southwest corner directly underneath area of sign.

Supplier shall visit the location of the proposed sign in order to become fully acquainted with what is required.

MEMORANDUM

March 23, 1987

TO: Hamilton Place Committee

FROM: Robert Ellison

SUBJECT: Progress report

I UPDATED LIGHTING SYSTEM - \$226,289

The 164 dimmers that make up the lighting systems for the Great Hall and Studio Theatre reached the end of their life expectancy this past year. Their replacement with equipment supplied by Strand Lighting of Mississauga, is now virtually complete.

II STUDIO THEATRE FLOOR REFURBISHING AND INSULATION - \$13,000

The original contract for the construction of the Studio Theatre did not contain a provision to insulate the floor. Because of this factor the floor deteriorated at a faster rate than would normally be the case. The insulation of the floor has now been completed. The refurbishing of the floor will take place in June when time becomes available to finish this project.

III GREAT HALL STAGE FLOOR REINFORCEMENT - \$21,000
PERSONNEL HOIST - \$30,443

The Department of Labour advised us over two years ago that using an A frame ladder to change lights on stage was no longer satisfactory because it was unsafe. This required that we purchase a personnel hoist in order to reach the lights. This equipment has been purchased. In order to use the equipment it was also necessary to reinforce the stage floor and this work has now been completed.

IV GREAT HALL STAGE DRAPERIES - \$29,666.69

A tender call for new stage draperies produced five responses of which the lowest, Sapphire Staging of Toronto in being recommended. The present draperies have been in continuous use for 13½ years and should have been replaced three and a half years ago.

V MARQUEE - \$75,000 (approximate)

A marquee will identify our building as well as indicate current and immediate attractions. It will be attached to the building at the southwest corner of the building directly over Summers' Lane and Main Street. A draft Proposal Call has been prepared by Hamilton Place in cooperation with the City's Purchasing Department. It will be issued subject to the necessary approvals.

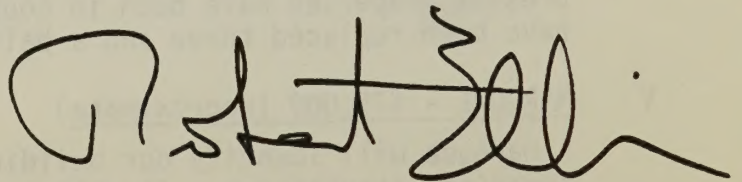
Progress report cont'd.....

VI CLEANING OF HAMILTON PLACE

A tender call was issued for the cleaning of Hamilton Place by the City's Purchasing Department for which three quotations were received. It is recommended that we retain the services of our present cleaners, White Star Cleaning of Hamilton. Their bid was not the lowest in the first two years of the contract but is the lowest in the third year. We feel that another company would not be able to match the level of service that White Star provides. The difference in cost over the lowest bidder for 1987 would be \$280.50.

VII SCHOOL PROGRAMMING

The net result of students attending performances at Hamilton Place is audience development for the future. The immediate benefit is a culturally enriching experience to the community on a much wider scale. School programming this year is experiencing its financial downside in the first quarter of the year. An upward trend in the second quarter of the programme should at least even off the financial aspect of its contribution to our overall programming. The remaining shows for the school year include AESOPS AND OTHER FABLES (totally sold out), ANJALI (an east Indian dancer), two French productions, H.M.S. PINAFORE (sold out), MONICA GAYLORD AT THE KEYBOARD, music by Juno Award winner SANDRA BEECH (sold out) and THE LAMPOON PUPPETTHEATRE (sold out). Supplemental funding may be possible for next year in addition to corporate support we have obtained for this year.

A handwritten signature in black ink, appearing to read "R. St. John".

5.3.1 Hamilton Place Committee Minutes of February 26, 1987

HAMILTON PLACE COMMITTEE MEETING

Thursday, February 26, 1987

8:30 a.m.

Hamilton Place Board Room

PRESENT: Mr. D. Hector, Chairman
Mr. S. Cino, Vice-Chairman
Dr. C. Bart
Alderman R. Wheeler
Alderman B. Hinkley, Chairman, HECFI

ALSO Mr. T. Burrows
PRESENT: Mr. R. Ellison
Mr. B. Conacher
Mr. J. Leuser
Mrs. J. Faris, Secretary

REGRETS Mr. T. Casey

The Chairman called the meeting to order at 9:05 a.m.

In Camera Session

MOVED by Alderman Wheeler, seconded by Dr. Bart that

THE HAMILTON PLACE COMMITTEE MEET IN CAMERA ON THE FOLLOWING ITEMS.

MOTION CARRIED

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA MINUTES OF OCTOBER 30, 1986 BE APPROVED.

THAT THE DIRECTOR'S REPORT ON ADVANCE BOOKINGS/CONTRACTS FOR 1987 BE CIRCULATED, AS AMENDED, TO THE HECFI BOARD AS AN IN-CAMERA ITEM.

THAT THE HAMILTON PLACE COPPS COLISEUM EVENT REVENUE REPORT FOR JANUARY AND FEBRUARY, 1987 WAS RECEIVED FOR INFORMATION.

The Committee was informed that the I.A.T.S.E. Local 129 Collective Agreement for Hamilton Place has been fully executed with a provision that the next negotiations are to begin 8 months prior to the end of the agreement.

THAT THE IN CAMERA SESSION BE ADJOURNED

1. CHAIRMAN'S REMARKS

he Chairman explained that the Special Committee Meeting to review the 1987 Marketing Plan, scheduled for Friday, January 30, 1987, had been cancelled because of Mr. Bogden's continued ill health. He asked Mr. Conacher whether the Hamilton Place Committee would be seeing the Marketing Plan for Hamilton Place prior to the special Board Meeting on March 6, 1987

1. CHAIRMAN'S REMARKS (Continued)

Mr. Conacher replied that the tight schedule for completion of the final draft and the requirement that all Board Members receive the draft document with time to review prior to the March 6 meeting made it impossible to schedule separate meetings. The draft will be considered by the full Board on March 6, 1987

2. MINUTES OF JANUARY 8, 1987

MOVED by Alderman Wheeler, seconded by Mr. Cino that

THE MINUTES OF THE JANUARY 8, 1987 MEETING BE APPROVED

MOTION CARRIED

3. BUSINESS ARISING FROM THE MINUTES3.1 Canadian International Animated Film Festival

Mr. Burrows reported that the outstanding amount due Hamilton Place (\$19,000) has been approved by the City Executive Committee for payment from the Special Events Subsidy Fund.

A meeting with Mr. Frederick Manter of the Festival is being scheduled for a review of the 1986 Festival's financial statement.

3.2 Ontario Retail Sales Tax

- Letters of appreciation were written as instructed.
- Management is awaiting the advice of Ross and McBride prior to recommending policy and procedure for the utilization of the Hamilton Performing Arts Foundation Inc. as the responsible corporation for the presentation of Promotions and Co-Promotions that would otherwise be subject to the provincial entertainment tax.
- Ross & McBride have agreed to provide minutes of the January 8th meeting and the wording for the amendment to By-Law No. 1. This has not yet been received.

3.3 Senior Management on Other Boards

As previously approved by HECFI Board, Mr. R. Ellison is continuing as a director of the Hamilton and Region Arts Council.

Mr. Burrows reported that Mr. Ellison is now Vice-President of H.A.R.A.C. - an important duty that exemplifies Hamilton Place concern and co-operation with all Community Arts Groups.

4. DIRECTOR'S REPORT

Mr. Burrows report on all projected activity for 1987 is included in the In-Camera report.

- The Capital Improvement Surcharge Fund for Capital Improvement Maintenance and Repairs in Hamilton Place (.50¢ per attendance surcharge) - was increased by \$180,000 during 1986.
- Negotiations are in progress to present three major Broadway Musicals during 1987. All look probable.

5. REPORT OF DIRECTOR OF FINANCE AND ADMINISTRATION

- A complete report is contained in the report of the In-Camera Session
- Budgetary Surplus for 1986 is \$35,533.
- 1986 is the seventh year since 1978 that Hamilton Place has had a budgetary surplus.

MOVED by Mr. Cino, seconded by Dr. Bart that

THE REPORT OF THE DIRECTOR OF FINANCE AND ADMINISTRATION BE RECEIVED FOR INFORMATION.

MOTION CARRIED6. NEW BUSINESS6.1 Office Space Leases

Due to a change in the City's treatment of real estate taxes, all leases will be reviewed with Mr. Conacher and our attorney for necessary revisions required prior to signing leases with tenants for fiscal 1988.

6.2 Canadian Citizenship Court

Hamilton Place will support, with Studio Theatre space and Front of House services the local celebration of the 40th Anniversary of the Canadian Citizenship Court on Monday, April 13, 1987.

6.3 Beverage Tender - Thames Valley Beverages Limited

Following consideration of tenders and discussion, it was

MOVED by Dr. Bart, seconded by Mr. Cino that

HAMILTON PLACE CONTINUE WITH THAMES VALLEY BEVERAGES LIMITED FOR A ONE YEAR PERIOD, ENDING JANUARY 5, 1988, WITH AN OPTION TO RENEW ON AN ANNUAL BASIS FOR TWO CONSECUTIVE YEARS.

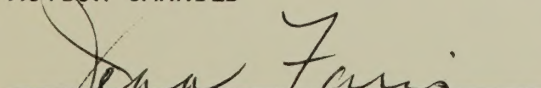
MOTION CARRIED7. OTHER BUSINESS

Mr. Ellison reported, in reply to questions that School Programming for the season which ends in May has enjoyed good results and work has been in progress for the first of two Annual Career Days, one for Theatre and one for Music, in co-operation with the Boards of Education, which will take place in May.

8. DATE OF NEXT MEETING - Thursday, March 26, 1987 at 8:30 a.m.9. ADJOURNMENT

MOVED by Alderman Hinkley, seconded by Dr. Bart that the meeting be adjourned.

MOTION CARRIED


Jean Faris, Secretary

David M. Hector, Chairman

Section 104 of the Act, 1947

The Commission shall have the right to call for and examine any document or information which may be necessary for the purpose of the investigation.

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5.4 Audit & Finance Committee Third Report



REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE AUDIT/FINANCE COMMITTEE
MEETING OF MARCH 31, 1987

The Audit/Finance Committee presents its THIRD Report and respectfully recommends:

1. Draft 1986 Annual Audited Financial
Statements for HECFI

That the Draft 1986 Annual Audited Financial Statements for HECFI (attached as Schedule "A" hereto) as presented by Mr. Michael G. Collyer, F.C.A., of Pannell, Kerr, MacGillivray be approved as amended.

2. Draft 1986 Annual Audited Financial
Statements for The Hamilton Performing
Arts Foundation Inc.

That the Draft 1986 Annual Audited Financial Statements for The Hamilton Performing Arts Foundation Inc. (attached as Schedule "B" hereto) as presented by Mr. Michael G. Collyer, F.C.A., of Pannell, Kerr, MacGillivray be approved.

Note re Items 1 and 2: Once the drafts are approved, the firm of Pannell, Kerr, MacGillivray will issued final audited financial statements, a copy of which will be provided to each member of the Board at the next scheduled meeting of the HECFI Board.

3. Copps Coliseum Committee

3.1 Award of Contract for Cleaning Services

That the tender submitted by Federated Building Maintenance Co. Ltd., Toronto, Ontario, for regular office and scheduled event cleaning services at Copps Coliseum be accepted for the term commencing April 1, 1987, and terminating December 31, 1988.

Note: For the information of the Members of the Board, Copps Coliseum Committee, at its meeting on March 25, 1987, approved the recommendation and requested the Audit/Finance Committee to recommend the method of financing. In awarding this tender, contracted cleaning costs for 1987 are expected to be within the total 1987 budget appropriation for this service.

3.2 Award of Contract for Security Services

That the tender submitted by Pinkertons of Canada Ltd. for security services at Copps Coliseum at the total hourly rate of \$7.96 for the years 1987 and 1988 be accepted for the term commencing April 1, 1987, and terminating December 31, 1988.

Note: For the information of the Members of the Board, Copps Coliseum Committee, at its meeting on March 25, 1987, approved the recommendation and requested the Audit/Finance Committee to recommend the method of financing. Lowest of three (3) tenders received. In awarding this tender, contracted security costs for 1987 are expected to be within the total 1987 budget appropriation for this service.

3.3 Exterior Electronic Signage Programme

- a) That Burton Kramer Associates Ltd. be authorized to prepare specifications for the supply and installation of one (1) free standing, two-sided electronic sign to be located at the corner of Bay Street and York Boulevard and two (2) free standing, single-sided electronic signs to be located on the north-east and south-east corners of the Coliseum property, at a cost not to exceed five thousand (\$5,000.00) dollars.
- b) That once this specification is developed and subsequently approved by the Copps Coliseum Committee, same be tendered.
- c) That the fee in item a) above be charged to work in progress expenditure account number 0408-U32762.

Note: For the information of the Members of the Board, the Copps Coliseum Committee, at its meeting on March 25, 1987, approved a) and b) above.

4. Hamilton Convention Centre Committee
Security Contract

That Pinkertons of Canada Ltd., Hamilton, be selected for security services at the Hamilton Convention Centre, commencing April 1, 1987 and terminating December 31, 1988.

Note: For the information of the Members of the Board, the Hamilton Convention Centre Committee, at its meeting on March 20, 1987, approved this recommendation.

5. Hamilton Place Committee

5.1 Award of Contract for Cleaning Services

- a) That Hamilton Place retain the services of White Star Cleaning Service Limited of Hamilton at a cost of \$6.55 per hour in 1987, \$6.65 per hour in 1988 and \$6.75 per hour for the optional year of 1989.
- b) That the cost of cleaning services be financed through the budgetary allocation contained in the 1987 budget: 8350-1037.

Note: At the Audit/Finance Committee, it was noted that White Star Cleaning Service Limited's hourly rate was competitive -- only \$.03 and \$.06 higher in the first and second year and \$.03 lower in the third year. However, more importantly, White Star's quoted hours were significantly lower than the other two bidders. As a result, the Committee felt that the total cost of providing this service would be lower if the present incumbent, White Star Cleaning Service Limited, was retained. For the information of the Members of the Board, the Hamilton Place Committee, at its meeting on March 26, 1987, approved this recommendation.

5.2 Purchase of Draperies for Great Hall Stage

- a) That the quotation submitted by Sapphire Staging of Mississauga in the amount of \$29,666.69 inclusive of retail sales tax for the supply of draperies for the Great Hall stage be accepted.

- b) That the purchase of these draperies be financed from the Reserve Account: Capital Improvement Surcharge, Hamilton Place.

Note: For the information of the Members of the Board, the Hamilton Place Committee approved this recommendation at its meeting on March 26, 1987. A tender call for new stage draperies produced five responses of which the lowest was Sapphire Staging of Toronto.

5.3 Proposal Call for Marquee

- a) That the Proposal Call that has been prepared by Hamilton Place in conjunction with the City's Purchasing Department be issued for the supply and installation of a new exterior electronic full matrix marquee attached to the south west corner of Hamilton Place.
- b) It is recommended that the source of funds for this capital item be designated from the Reserve Account: Capital Improvement Surcharge, Hamilton Place.

Note: For the information of the Members of the Board, the Hamilton Place Committee, at its meeting on March 26, 1987 approved the above recommendation.

The following are items for information only:

1. Report on HECFI Internal Controls

Mr. Michael G. Collyer of Pannell, Kerr, MacGillivray indicated that the records of the Corporation were in very good order. Attached as Schedule "C" is letter dated March 19, 1987 from Pannell, Kerr, MacGillivray which indicates that the financial control systems of HECFI are operating effectively.

2. Hamilton Place's Accounts Receivable Outstanding as at December 31, 1985

The Committee reviewed with Mr. Collyer the Board's previous concern as to why the long outstanding accounts receivable accounts for Hamilton Place had not been communicated to the Committee and the Board by him in respect of the 1985 audit of Hamilton Place.

3. Director of Finance and Administration's
Report

Attached as Schedule "D".

4. HECFI Unaudited Operating Results for the
Two Month Period Ended February 28, 1987

Attached as Schedule "E".

5. CUP Unaudited Operating Results for
the Two Month Period ended February 28, 1987

Attached as Schedule "F".

RESPECTFULLY SUBMITTED

"W. H. McFarland" / per jm

W. H. MCFARLAND, CHAIRMAN
AUDIT/FINANCE COMMITTEE

J Mills

Joan M. Mills, Secretary
Audit/Finance Committee

SCHEDULE "A" referred to
in Section 1 of the THIRD
Report of the Audit/Finance
Committee Meeting of
March 31, 1987

DRAFT

FOR
DISCUSSION ONLY

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 1986

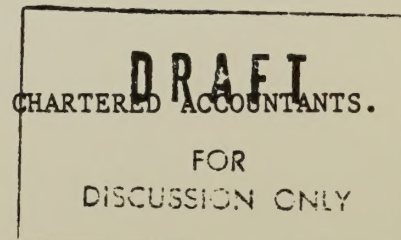
AUDITORS' REPORT

To the Board Members of The
Hamilton Entertainment and
Convention Facilities Inc.,
Members of Council, Inhabitants
and Ratepayers of the Corporation
of the City of Hamilton.

We have examined the balance sheet of The Hamilton Entertainment and Convention Facilities Inc. as at December 31, 1986 and the statement of revenue and expenditures for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the corporation as at December 31, 1986 and the results of its operations for the year then ended in accordance with the accounting principles disclosed in note 2 to the financial statements.

Hamilton, Ontario,
February 25, 1987.



DRAFT

DISCUSSION ONLY

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT DECEMBER 31, 1986

A S S E T S

CURRENT

Imprest funds	\$ 15,500
Cash in bank	12,943
Accounts receivable	461,952
Due from City of Hamilton	45,310
Inventories (note 3)	62,438
Prepaid expenses	38,883
Deferred charges on future shows	5,993
	<u>\$643,019</u>

L I A B I L I T I E S A N D R E S E R V E S

CURRENT LIABILITIES

Accounts payable and accruals	\$288,119
Advance ticket sales	111,764
Deposits on future rentals	90,841
Unredeemed gift certificates	107,295
	<u>598,019</u>

RESERVES (note 4)

45,000

\$643,019

APPROVED ON BEHALF OF THE BOARD

_____) DIRECTORS
_____)
_____)

DRAFT

DISCUSSION ONLY

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

STATEMENT OF REVENUE AND EXPENDITURES

FOR THE YEAR ENDED DECEMBER 31, 1986

REVENUE

Food, beverage and concessions	\$2,347,942
Rentals, licence fees and show revenues	1,547,286
Recoveries	1,805,875
Box Office	371,590
Other	289,555
	<u>6,362,248</u>

EXPENDITURE

Operations	2,483,491
Food and beverage	1,816,201
Administration	1,601,067
Maintenance	993,968
Marketing and promotion	871,409
Box Office	320,907
	<u>8,087,043</u>

EXCESS OF EXPENDITURE OVER REVENUE
FROM OPERATIONS

1,724,795

CONTRIBUTION FROM CITY OF HAMILTON

2,432,570

EXCESS OF REVENUE OVER EXPENDITURE
FOR THE YEAR

707,775

TRANSFER TO THE CITY OF HAMILTON (note 5)

707,775

\$ -

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 1986

1. INCORPORATION

The Hamilton Entertainment and Convention Facilities Inc. was incorporated without share capital under the laws of Ontario on December 18, 1985 by the City of Hamilton to maintain and operate, in the public interest, the following facilities:

Copps Coliseum (a trade centre and arena)
Hamilton Convention Centre
Hamilton Place (a theatre-auditorium)

The activities of the three facilities were carried on separately until December 31, 1985, at which time the assets, liabilities and operations were assumed by The Hamilton Entertainment and Convention Facilities Inc. Accordingly, these financial statements present the operations of the three facilities for the year January 1, 1986 to December 31, 1986, inclusive.

The financial results by division are summarized on Schedule I to these financial statements.

2. SIGNIFICANT ACCOUNTING POLICIES

The corporation follows accounting principles appropriate for a not-for-profit organization. The more significant of these accounting policies are summarized below.

(a) Rentals, licence fees and show revenues -

Rentals, licence fees and show revenues comprise minimum rental and licence fees, negotiated percentages of box office receipts and profit or loss when the corporation acts as a promoter or co-promoter on shows.

Revenues exclude the capital improvement ticket surcharge (see note 6).

(b) Inventories -

Inventories are valued at the lower of cost, measured on a first-in, first-out basis, and replacement value.

(c) Fixed assets and depreciation -

The land, buildings and original equipment of The Hamilton Entertainment and Convention Facilities Inc. are owned by The Corporation of the City of Hamilton. Purchases of equipment and furnishings are charged either directly to operations in the year in which the expenditures occur, or to a reserve fund established for the purchase of fixed assets.

(d) Reserves -

Appropriations for reserves, if any, are included as expenditures. Payments relating to the functional purpose of the reserves are charged directly to the reserves.

The accompanying financial statements do not include the activities of two related corporations, The Hamilton Performing Arts Foundation Inc. and The Hamilton Arena/Trade Centre Foundation Inc.

3. INVENTORIES

Inventories consist of liquor, beer, wine, food, soft drinks and tobacco supplies.

4. CONTINUITY OF RESERVES

	<u>Innovative Programming</u>	<u>Specific Projects</u>
Balance at beginning of the year	\$75,000	\$30,449
Add receipts during the year	-	750
Less: charges during the year	(30,000)	-
reversal to operations		
during the year	<u>-</u>	<u>(31,199)</u>
Balance at end of year	<u>\$45,000</u>	<u>\$ -</u>

5. TRANSFER TO THE CITY OF HAMILTON

The excess of revenue over expenditure for the year has been returned to the City of Hamilton and is normally designated for the Reserve for Capital Projects for The Hamilton Entertainment and Convention Facilities Inc. in the general revenue fund of the City of Hamilton. These funds and interest earned thereon will be used to finance major building repairs, purchase of equipment or replacement thereof.

6. CAPITAL IMPROVEMENT SURCHARGE FUND

Hamilton Place levies a patron surcharge on ticket admissions. Receipts from this surcharge are transferred quarterly to the City of Hamilton and recorded in the Capital Improvement Surcharge Fund account. The funds in this account are held by and accounted for by the City of Hamilton to be utilized for capital improvements to Hamilton Place. The continuity of this fund is summarized as:

Balance at beginning of year	\$ 242,829
Receipts during the year	160,590
Interest earned during the year	27,492
Commitments:	
Personnel Hoist	(30,443)
Stage Floor Reinforcement	(18,998)
Refurbishing and Insulating	
Studio Theatre Floor	(12,998)
Updated Lighting Systems for the	
Great Hall and Studio Theatre	<u>(242,129)</u>
Balance at end of year	<u>\$ 126,343</u>

7. OTHER FINANCIAL INFORMATION

At December 31, 1986, The Corporation of the City of Hamilton has outstanding long-term debt of \$21,216,667 which was incurred to acquire the buildings and original equipment of The Hamilton Entertainment and Convention Facilities Inc. The Corporation of the City of Hamilton's interest and principal repayments on this debt for 1986 were \$2,523,012 and \$1,630,254, respectively.

In addition, The Corporation of the City of Hamilton incurred estimated utility charges of \$872,000 related to the operations of The Hamilton Entertainment and Convention Facilities Inc.

THE ENTERTAINMENT AND CONVENTION FACILITIES INC.

SCHEDULE OF FINANCIAL RESULTS BY DIVISION

FOR THE YEAR ENDED DECEMBER 31, 1986

	<u>Copps Coliseum</u>	<u>Hamilton Convention Centre</u>	<u>Hamilton Place</u>	<u>Corporate</u>	<u>Total</u>
Revenue	\$1,456,515	\$2,462,882	\$1,847,645	\$ 595,206	\$6,362,248
Expenditure	<u>1,383,267</u>	<u>2,532,155</u>	<u>2,323,712</u>	<u>1,847,909</u>	<u>8,087,043</u>
Excess of expenditure over revenue (revenue over expenditure) from operations	(73,248)	69,273	476,067	1,252,703	1,724,795
Contribution from(to) City of Hamilton	<u>(153,390)</u>	<u>225,460</u>	<u>511,600</u>	<u>1,848,900</u>	<u>2,432,570</u>
Excess of revenue over expenditure	\$ <u>(80,142)</u>	\$ <u>156,187</u>	\$ <u>35,533</u>	\$ <u>596,197</u>	\$ <u>707,775</u>

The Corporate Division is comprised of the Marketing Department and the Finance and Administration Department, which includes the Box Office and related fees.

SCHEDULE "B" referred to
in Section 2 of the THIRD
Report of the Audit/Finance
Committee Meeting of
March 31, 1987

THE HAMILTON PERFORMING ARTS
FOUNDATION INC.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 1986

We have examined the balance sheet of the Hamilton Performing Arts Foundation Inc. as at December 31, 1986 and the statements of income and expenses and fund balances for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the corporation as at December 31, 1986 and the results of its operations for the year then ended in accordance with the accounting principles set out in the notes to the financial statements applied on a basis consistent with that of the preceding years.

Hamilton, Ontario
March 11, 1987

DRAFT

FOR
DISCUSSION ONLY

THE HAMILTON PERFORMING ARTS FOUNDATION INC.
BALANCE SHEET
AS AT DECEMBER 31, 1986

A S S E T S

	1986	1985
OPERATING FUND		
Cash in bank	\$ 505	\$ 374
Short-term deposit	1,175	1,175
	1,680	1,549
SCHOLARSHIP FUND		
Short-term deposit	5,089	5,825
	\$ 6,769	\$ 7,374

F U N D B A L A N C E

FUND BALANCE		
Operating	\$ 1,680	\$ 1,549
Scholarship	5,089	5,825
	\$ 6,769	\$ 7,374

APPROVED ON BEHALF OF THE BOARD

_____)) DIRECTORS
_____))
_____))

AUDITORS' REPORT

To the Directors of The Hamilton
Performing Arts Foundation Inc.

We have examined the balance sheet of the Hamilton Performing Arts Foundation Inc. as at December 31, 1986 and the statements of revenue and expenditure and fund balances for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the corporation as at December 31, 1986 and the results of its operations for the year then ended in accordance with the accounting principles set out in the note to the financial statements applied on a basis consistent with that of the preceding year.

Hamilton, Ontario,
March 11, 1987.

CHARTERED ACCOUNTANTS.

DRAFT

FOR
DISCUSSION ONLY

DRAFT

FOR
DISCUSSION ONLY

THE HAMILTON PERFORMING ARTS FOUNDATION INC.
NOTE TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1986

SIGNIFICANT ACCOUNTING POLICIES

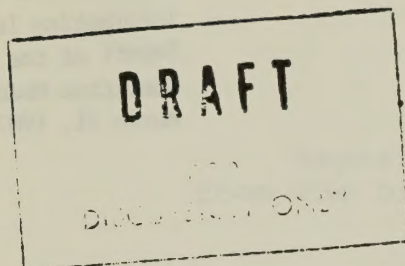
- (a) Revenue and expenditures for the Foundation are recorded on the accrual basis.
- (b) Purchases of equipment are recorded as a charge against revenue in the year of acquisition.

DRAFT

FOR
DISCUSSION ONLY

THE HAMILTON PERFORMING ARTS FOUNDATION INC.
STATEMENT OF REVENUE AND EXPENDITURE AND FUND BALANCE - OPERATING FUND
FOR THE YEAR ENDED DECEMBER 31, 1986

	<u>1986</u>	<u>1985</u>
REVENUE		
Donations	\$ -	\$ 105
Interest	131	141
	<u>131</u>	<u>246</u>
EXPENDITURE		
Grants - Summer Theatre School Scholarships	-	1,120
- Westdale Secondary School Drama Department	-	-
Miscellaneous	-	21
	<u>-</u>	<u>1,141</u>
EXCESS OF REVENUE OVER EXPENDITURE (EXPENDITURE OVER REVENUE) FOR THE YEAR	131 (	895)
FUND BALANCE AT THE BEGINNING OF THE YEAR	<u>1,549</u>	<u>2,444</u>
FUND BALANCE AT THE END OF THE YEAR	<u>\$ 1,680</u>	<u>\$ 1,549</u>



THE HAMILTON PERFORMING ARTS FOUNDATION INC.
STATEMENT OF REVENUE AND EXPENDITURE AND FUND BALANCE - SCHOLARSHIP FUND
FOR THE YEAR ENDED DECEMBER 31, 1986

	<u>1986</u>	<u>1985</u>
REVENUE		
Interest	\$ 264	\$ 436
EXPENDITURE		
Performing Arts - Scholarship - Paula Grove	<u>1,000</u>	<u>-</u>
EXCESS OF REVENUE OVER EXPENDITURE (EXPENDITURE OVER REVENUE) FOR THE YEAR	(736)	436
FUND BALANCE AT THE BEGINNING OF THE YEAR	<u>5,825</u>	<u>5,389</u>
FUND BALANCE AT THE END OF THE YEAR	<u><u>\$ 5,089</u></u>	<u><u>\$ 5,825</u></u>

**Pannell
Kerr
MacGillivray**
Chartered Accountants

March 19, 1987

M.P.O. Box 679,
4 Hughson Street South,
Hamilton, Ontario L8N 3M5
Telephone: (416) 523-7732

SCHEDULE 'C' referred to
in Section 1 of the
Information Items, THIRD
Report of the Audit/Finance
Committee Meeting of
March 31, 1987

The Audit and Finance Committee,
The Hamilton Entertainment and
Convention Facilities Inc.,
Copps Coliseum,
101 York Boulevard,
Hamilton, Ontario,
L8R 3L4

Dear Sirs:

We have completed our audit of the records of The Hamilton Entertainment and Convention Facilities Inc. for the year ended December 31, 1986. Our audit results indicated to us that the financial control systems are operating effectively. Therefore, we have no recommendations for improvement.

We would like to thank the accounting staff of your organization for the cooperation shown to us during the course of our audit.

Yours very truly,

PANNELL KERR MACGILLIVRAY,

per *Michael G. Collyer*

Michael G. Collyer, F.C.A.
Partner/ah



Hamilton
Entertainment
and Convention
Facilities Inc.

SCHEDULE 'D' referred to
in Section 3 of the
Information Items, THIRD
Report of the Audit/
Finance Committee Meeting
of March 31, 1987

Report to the Audit/Finance Committee
from the Director of Finance and Administration

The first quarter of 1987 was extremely busy in the Finance and Administration Department as a result of the following special projects:

1. The 1986 year end accounts for HECFI and CUP were closed along with the preparation of working papers and financial statements for the auditors.
2. The monthly financial statements for HECFI and CUP were set up on the computer for the first time, along with a breakdown by month of the 1987 budget and 1986 actual results. The software packages being utilized for this purpose are HAL and LOTUS. Additional refinements to the system will also be made in coming months.
3. Volume Services' sales reports were also set up on Lotus to facilitate having the reports checked, accumulated and monitored, along with statistical reports generated.
4. Two employees also required training in March on D.BASE III, another software package, which will allow my department to more effectively and efficiently control our perpetual record of unredeemed gift certificates and Stelco vouchers.
5. The preparation of the 1987 Business Plan required the assistance of my department, as well as all other departments of HECFI.

Staff Turnover

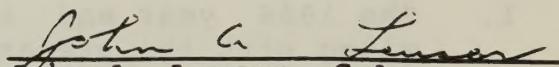
In the Finance and Administration Department, we had two key employees leave HECFI in March.

Mrs. Ann Hynd, one of our two senior accounting clerks, left us on March 20, 1987. She has been with HECFI and Hamilton Place for the past nine years. Her departure is regrettable since she performed very well for both HECFI and Hamilton Place. Her replacement is Ms. Karen Stanton, our former Administrative/Accounting Clerk, who was hired effective March 21, 1987. As a result of her promotion, we now have a vacancy in her position which is expected to be filled in April, 1987.

Report to the Audit/Finance Committee
from the Director of Finance and Administration

Page 2

Mrs. Lisa Robinson, our accounting supervisor, who is a C.A., is leaving on March 27, 1987. She has only been with HECFI for approximately 15 months. Her departure is not a surprise since it is difficult to retain a qualified accountant when the salary established for the position is inadequate when considering overtime and responsibilities. The salary range for the position is from \$30,408 to \$36,265. The position has been advertised in The Hamilton Spectator on March 19 and 21, with a closing date for applications of March 30.


John A. Leuser, C.A.
Director of Finance
and Administration

March 25, 1987

SCHEDULE "E" referred to
in Section 4 of the
Information Items, THIRD
Report of the Audit/
Finance Committee Meeting
of March 31, 1987

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE

TWO MONTH PERIOD ENDED FEBRUARY 28, 1987

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT FEBRUARY 28, 1987

ASSETS

CURRENT

CASH

15,500

ACCOUNTS RECEIVABLE

709,463

PREPAIDS

37,657

INVENTORIES

74,724

DUE FROM CITY OF HAMILTON

1,036,293

TOTAL ASSETS

\$ 1,873,637

LIABILITIES AND RESERVES

CURRENT

ACCOUNTS PAYABLE AND ACCRUALS

588,946

ADVANCE TICKET SALES AND DEPOSITS

1,139,416

UNREDEEMED GIFT CERTIFICATES

100,275

TOTAL CURRENT LIABILITIES

1,828,637

RESERVES

45,000

TOTAL LIABILITIES AND RESERVES

\$ 1,873,637

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CORPORATE (COMMON TO THREE FACILITIES)												CONSOLIDATED	
	CONVENTION CENTRE			HAMILTON PLACE			COPPS COLISEUM			The two Month Period Ended February 28, 1987			The two Month Period Ended February 28, 1987	The two Month Period Ended February 28, 1986
	Budget	Actual	Month Period Ended February 28, 1987	Budget	Actual	Month Period Ended February 28, 1987	Budget	Actual	Month Period Ended February 28, 1987	Budget	Actual	Month Period Ended February 28, 1987	For 1987 Budget	% of 1987 Annual Budget Spent or Achieved
Revenue	\$282,702	\$328,988	\$243,140	\$214,294	\$229,842	\$198,777	\$68,086	\$70,834	\$823,770	\$812,893	\$6,153,110	\$1,124,822	13.28	13.28
Expenditures	\$371,138	\$386,952	\$338,379	\$308,339	\$268,784	\$221,228	\$312,344	\$257,653	\$1,290,645	\$1,174,172	\$8,633,280	\$1,239,596	13.68	13.68
Excess of Expenditures Over Revenue														
From Operations	\$88,436	\$57,964	\$95,239	\$94,045	\$38,942	\$22,451	\$244,258	\$186,819	\$466,875	\$361,279	\$2,480,170	\$114,774	14.68	14.68
Contribution from the City of Hamilton	\$88,436	\$88,436	\$95,239	\$95,239	\$38,942	\$38,942	\$244,258	\$244,258	\$466,875	\$466,875	\$2,480,170	\$263,929	18.88	18.88
Budgetary Surplus	\$0	\$30,472	\$0	\$1,194	\$0	\$16,491	\$0	\$57,439	\$0	\$105,596	\$0	\$149,155	\$0	\$149,155

(1) Includes the 1986 operating surplus of \$139,000 carried forward to 1987.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For		Actual Operating Results For		Percentage of Total 1987 Annual Budget Spent or Achieved	The two Month Period Ended February 1986
	Annual 1987 Budget	The two Month Period Ended February 1987	Annual 1987 Budget	The two Month Period Ended February 1987		
	(1)	(2)	(3)	(4)	(5)	
REVENUE						
RENTALS AND LICENCE FEES	\$366,600	\$44,976	\$58,777	16.0%	\$50,213	
FOOD AND BEVERAGE SALES	\$1,875,300	\$223,161	\$253,607	13.5%	\$284,169	
RECOVERIES	\$70,500	\$8,390	\$9,433	13.4%	\$10,977	
OTHER REVENUE	\$37,600	\$6,175	\$7,171	19.1%	\$5,369	
	\$2,350,000	\$282,702	\$328,988	14.0%	\$350,728	
EXPENDITURES						
ADMINISTRATION	\$315,710	\$52,722	\$49,537	15.7%	\$48,647	
BUILDING MAINTENANCE	\$349,260	\$55,463	\$51,137	14.6%	\$53,040	
OPERATIONS	\$88,550	\$12,884	\$13,715	15.5%	\$12,845	
SECURITY	\$98,000	\$14,500	\$13,131	13.4%	\$13,865	
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	\$112,750	\$19,754	\$17,842	15.8%	\$12,464	
FOOD AND BEVERAGE - KITCHEN	\$756,720	\$100,496	\$115,406	15.3%	\$113,902	
FOOD AND BEVERAGE - BANQUET	\$865,470	\$115,319	\$121,172	14.0%	\$123,541	
MACNAB ARMS	\$0	\$0	\$5,012	0.0%	\$0	
	\$2,586,460	\$371,138	\$386,952	15.0%	\$378,304	
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS						
	\$236,460	\$88,436	\$57,964	24.5%	\$27,576	

NOTE: The revenue and expenditure detail on the above balance sheet is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON PLACE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For		Actual Operating Results For		Percentage of Total 1987 Annual Budget Spent or Achieved	The two Month Period Ended February 1986
	Annual 1987 Budget	The two Month Period Ended February 1987	The two Month Period Ended February 1987	Actual Operating Results For		
	(1)	(2)	(3)	(4)	(5)	
REVENUE:						
RENTALS, LICENCE FEES AND SHOW REVENUE - GREAT HALL	\$342,000	\$49,200	\$44,374	13.0%		\$5,010
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	\$67,330	\$13,200	\$1,581	2.3%		\$12,994
OTHER RENTALS	\$64,130	\$10,687	\$9,699	15.1%		\$8,663
FOOD AND BEVERAGE SALES	\$188,000	\$26,884	\$16,901	9.0%		\$15,320
RECOVERIES	\$1,058,450	\$126,616	\$129,627	12.2%		\$112,821
OTHER REVENUE	\$91,420	\$16,553	\$12,112	13.2%		\$10,306
	\$1,811,330	\$243,140	\$214,294	11.8%		\$165,114
EXPENDITURES:						
ADMINISTRATION	\$398,880	\$66,475	\$62,215	15.6%		\$57,343
MAINTENANCE	\$269,340	\$43,144	\$51,407	19.1%		\$35,267
MEETING ROOMS	\$4,800	\$798	\$586	12.2%		\$96
FRONT OF HOUSE	\$147,420	\$21,800	\$16,459	11.2%		\$16,428
OPERATION - SPECIFIC SHOW EXPENSES	\$866,840	\$101,142	\$85,289	9.8%		\$86,441
SECURITY	\$59,500	\$9,129	\$8,881	14.9%		\$8,446
STAGE - PROPERTY	\$324,600	\$54,095	\$52,439	16.2%		\$42,552
SHOW PROMOTIONS	\$130,800	\$20,799	\$20,494	15.7%		\$20,459
BEVERAGE AND CATERING SERVICE	\$146,300	\$20,997	\$10,569	7.2%		\$13,328
	\$2,348,480	\$338,379	\$308,339	13.1%		\$280,360
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:						
	\$537,150	\$95,239	\$94,045	17.5%		\$115,246

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

COPPS COLISEUM

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For		Actual Operating Results For		Percentage of Total 1987 Annual Budget Spent or Achieved	The two Month Period Ended February 1986
	Annual 1987 Budget	The two Month Period Ended February 1987	The two Month Period Ended February 1987	Actual Operating Results For		
	(1)	(2)	(3)	(4)	(5)	
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUES	\$852,680	\$125,990	\$102,271	12.0%	\$258,118	
FOOD AND BEVERAGE CONCESSIONS	\$220,000	\$35,900	\$54,025	24.6%	\$80,335	
RECOVERIES	\$466,100	\$63,900	\$40,221	8.6%	\$143,893	
OTHER REVENUE	\$26,000	\$4,052	\$2,260	8.7%	\$6,669	
	\$1,564,780	\$229,842	\$198,777	12.7%	\$489,015	
EXPENDITURES						
ADMINISTRATION	\$337,610	\$56,262	\$54,285	16.1%	\$50,104	
MAINTENANCE	\$585,100	\$95,712	\$81,857	14.0%	\$111,393	
EVENT PLANNING/OPERATIONS	\$519,590	\$86,162	\$58,680	11.3%	\$123,974	
LATSE PAYROLL	\$88,100	\$0	\$497	0.6%	\$0	
SECURITY	\$189,590	\$30,648	\$25,909	13.7%	\$53,578	
	\$1,719,990	\$268,784	\$221,228	12.9%	\$339,049	
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$155,210	\$38,942	\$22,451	14.5%	(\$149,966)	

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HECFI - CORPORATE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For		Actual Operating Results For		Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For
	(1)	(2)	(3)	(4)		(5)
	Annual 1987 Budget	The two Month Period Ended February 1987	The two Month Period Ended February 1987			The two Month Period Ended February 1986
REVENUE						
BOX OFFICE REVENUE	\$366,000	\$57,920	\$60,834	16.6%		\$98,298
OTHER REVENUE	\$61,000	\$10,166	\$10,000	16.4%		\$11,667
	\$427,000	\$68,086	\$70,834	16.6%		\$109,965
EXPENDITURES						
ADMINISTRATION	\$651,510	\$108,576	\$111,735	17.2%		\$101,805
MARKETING	\$937,780	\$140,605	\$86,279	9.2%		\$81,969
BOX OFFICE	\$389,060	\$63,163	\$59,639	15.3%		\$58,109
	\$1,978,350	\$312,344	\$257,653	13.0%		\$241,883
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$1,551,350	\$244,258	\$186,819	12.0%		\$131,918

NOTE: The revenue and expenditure detail on the above balances is available upon request.

1. The purpose of this report is to provide information on the progress of the project and the results of the work done during the period covered by the report.

2. The project was carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

3. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

4. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

5. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

6. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

7. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

8. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

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11. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

12. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

13. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

14. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

15. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

16. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

17. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

18. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

19. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

20. The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1961.

SCHEDULE "F" referred to
in Section 5 of the
Information Items, THIRD
Report of the Audit/Finance
Committee Meeting of
March 31, 1987

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE TWO MONTH

PERIOD ENDED FEBRUARY 28, 1987

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

CENTRAL UTILITIES PLANT

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For		Actual Operating Results For	
	The two Month Period Ended February 28 1987	The two Month Period Ended February 28 1987	The two Month Period Ended February 28 1986	Percentage of Total 1987 Annual Budget Spent or Achieved
	(1)	(2)	(3)	(4)
				(5)
EXPENDITURES				
OPERATIONS	\$746,080	\$124,336	\$107,830	14.5%
RECOVERY FROM USERS	(\$551,240)	(\$129,352)	(\$97,268)	17.6%
MAINTENANCE	\$463,080	\$77,176	\$73,747	15.9%
CITY HALL	\$220,500	\$30,380	\$25,915	11.8%
HAMILTON CENTRAL LIBRARY	\$264,380	\$57,510	\$43,985	16.6%
HAMILTON FARMERS MARKET	\$35,000	\$7,610	\$5,868	16.8%
HAMILTON CONVENTION CENTRE	\$229,570	\$54,318	\$51,371	22.4%
HAMILTON PLACE	\$260,000	\$68,543	\$55,446	21.3%
COPPS COLISEUM	\$353,640	\$81,924	\$54,987	15.5%
PEDESTRIAN ARCADE/OVERPASS	\$49,050	\$9,299	\$7,127	14.5%
ONTARIO GOVERNMENT BUILDING	\$206,100	\$48,405	\$36,113	17.5%
PARKING AUTHORITY - UNDERGROUND	\$87,110	\$21,521	\$16,677	19.1%
ART GALLERY	\$118,000	\$26,079	\$18,343	15.5%
EXPENDITURES TOTAL	\$2,481,270	\$477,749	\$400,141	16.1%
MUNICIPAL CONTRIBUTION	\$2,481,270	\$477,749	\$477,749	19.3%
BUDGET SURPLUS (DEFICIT)	\$0	\$0	\$77,608	-
				(\$7,408)

NOTE: The expenditures detail on the above balances is available upon request.

5.4.1 Audit & Finance Committee Minutes of
March 3, 1987

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THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

AUDIT & FINANCE COMMITTEE

March 3, 1987

12:00 Noon

Copps Coliseum Board Room

REGULAR SESSION

PRESENT: Mr. W. H. McFarland, Chairman
Dr. C. Bart, Vice-Chairman
Ald. B. Hinkley, Committee Member
and Chairman of HECFI Board
Mr. D. Hector, Committee Member
Mr. N. Levitt, Committee Member

ALSO

PRESENT: Mr. B. K. Conacher, Managing Director/
Chief Executive Officer, HECFI
Mr. J. A. Leuser, Director of Finance
and Administration, HECFI
Mr. J. Crane, Director of Copps Coliseum
Mr. W. Penfold, Director of Hamilton
Convention Centre
Joan Mills, Committee Secretary

REGRETS: Mr. S. Cino, Committee Member

1. Chairman's Remarks

The Chairman welcomed everyone present and the meeting was called to order.

2. Minutes of Previous Meeting

It was

MOVED by Mr. Levitt, seconded by Mr. Hector

THAT THE FEBRUARY 4, 1987 REGULAR MINUTES BE
ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. Motion to Move In-Camera

MOVED by Dr. Bart, seconded by Mr. Hector

THAT THE IN-CAMERA SESSION BE CONVENED.

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

- 3.1 THAT THE COMPENSATION STUDY PREPARED BY STEVENSON KELLOGG ERNST & WHINNEY DATED TORONTO, FEBRUARY 16, 1987, BE ADOPTED WITH THE FOURTH RECOMMENDATION ON PAGE FOUR WHICH PRESENTLY READS, "ADMINISTRATION OF THE PAY PLAN BY HECFI RATHER THAN THE REGION/CITY HUMAN RESOURCES CENTRE" AMENDED TO READ: "ADMINISTRATION OF THE PAY PLAN BY HECFI USING THE RESOURCE OF THE REGION/CITY HUMAN RESOURCES CENTRE".
- 3.2 THAT MANAGEMENT BE DIRECTED TO PAY A TOTAL OF ONLY \$29,500. FOR SERVICES RENDERED BY STEVENSON KELLOGG ERNST & WHINNEY.
- 3.3 THAT THE HAMILTON PLACE EVENT REVENUE REPORTS FOR THE MONTHS OF DECEMBER, 1986 AND JANUARY, 1987, BE RECEIVED FOR INFORMATION.
- 3.4 THAT THE COPPS COLISEUM EVENT REVENUE REPORTS FOR THE MONTHS OF DECEMBER, 1986 AND JANUARY, 1987, BE RECEIVED FOR INFORMATION.

MOTIONS CARRIED.

4. Motion to Move Out of In-Camera

It was

MOVED by Mr. Hector, seconded by Ald. Hinkley

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE RE-CONVENED.

MOTION CARRIED.

3. Director of Finance and
Administration's Report

It was

MOVED by Dr. Bart, seconded by Mr. Hector

THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION'S
REPORT BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. HECFI Unaudited Operating Results for
the Year Ended December 31, 1986

The Committee reviewed in detail the Director of Finance and Administration's report on the unaudited operating results of HECFI for the month of December, 1986 and the year ended December 31, 1986. It was noted that HECFI's budgetary surplus for the month and year end were \$41,458 and \$707,775, respectively.

The detail comprising these figures was as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For</u>	<u>For</u>
	<u>The</u>	<u>The</u>
	<u>Month of</u>	<u>Year</u>
	<u>December</u>	<u>Ended</u>
	<u>1986</u>	<u>Dec.30,1986</u>
Hamilton Convention Centre	\$ (9,965)	\$156,187
Hamilton Place	\$ 33,351	\$ 35,533
Copps Coliseum	\$(42,969)	\$(80,142)
Corporate	\$ 61,041	\$596,197
	<u>\$ 41,458</u>	<u>\$707,775</u>

It was

MOVED by Mr. Levitt, seconded by Ald. Hinkley

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS
FOR HECFI FOR THE YEAR ENDED DECEMBER 31, 1986 BE
ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

5. CUP Unaudited Operating Results for
the Year Ended December 31, 1986

It was

MOVED by Ald. Hinkley, seconded by Dr. Bart

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE
YEAR ENDED DECEMBER 31, 1986 BE ACCEPTED AS
CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

6. Draft Financial Statements for the Year
Ended December 31, 1986 for HECFI

The Committee reviewed in detail the draft HECFI financial statements for the year ended December 31, 1986. Suggested amendments were made and the Committee was advised that the draft audited financial statements for HECFI will be presented at the next Audit/Finance Committee meeting on March 31, 1987. At that time the auditor, Mr. Michael Collyer, C.A., of Pannell Kerr MacGillivray will be present. It was

MOVED by Dr. Bart, seconded by Mr. Hector

THAT THE DRAFT FINANCIAL STATEMENTS FOR THE YEAR
ENDED DECEMBER 31, 1986 BE RECEIVED, WITH
AMENDMENTS, FOR INFORMATION.

MOTION CARRIED.

7. Financial Analysis of HECFI's
Reserve for Capital Projects

The Committee reviewed the information item from the Director of Finance and Administration relative to the Financial Analysis of HECFI's Reserve for Capital Projects. The Director of Finance and Administration pointed out that the uncommitted balance at December 31, 1986 is \$1,395,147.61 and that the financial requirements from this Reserve under the 1987 - 1991

Capital Budget Programme are as follows:

1987	\$1,052,500
1988	589,000
1989	250,000
1990	120,000
1991	100,000
TOTAL	<u>\$2,111,500</u>

The Financial Analysis of HECFI's Reserve for Capital Projects is as follows:

Balance at January 1, 1986	\$ 927,143.46
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Closing out surplus remaining in lighting work-in-progress account for Hamilton Place	971.89
---	--------

Financing in 1986 for capital projects set up in work-in-progress accounts	(83,700.00)
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Interest earned	103,256.83
-----------------	------------

1986 HECFI operating surplus, net of \$139,000 being carried forward to 1987 HECFI operating budget	568,775.43
---	------------

Commitments for financing of capital projects approved in 1986 - Facility Management Computer System	(78,800.00)
- Equipment for the Hamilton Convention Centre	<u>(42,500.00)</u>

Uncommitted balance at December 31, 1986	<u>\$1,395,147.61</u>
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It was

MOVED by Mr. Levitt, seconded by Ald. Hinkley

THAT THE FINANCIAL ANALYSIS OF HECFI'S RESERVE FOR
CAPITAL PROJECTS BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

8. Financial Analysis of Capital
Improvement Surcharge Fund

The Committee reviewed the information item from the Director of Finance and Administration relative to the Financial Analysis of the Capital Improvement Surcharge Fund. The Director of Finance and Administration advised the Committee that the uncommitted balance at December 31, 1986 is \$126,342.85. The Financial Analysis of the Capital Improvement Surcharge Fund is as follows:

Balance at January 1, 1986	\$242,829.04
Receipts during the year	160,590.36
Interest earned during the year	27,492.32
Commitments: Personnel Hoist	(30,443.64)
Stage Floor Reinforcement	(18,998.00)
Refurbishing and Insulating Studio Theatre Floor	(12,998.00)
Updated Lighting Systems for the Great Hall and Studio Theatre	<u>(242,129.23)</u>
Uncommitted balance at December 31, 1986	<u>\$126,342.85</u>

It was

MOVED by Mr. Hector, seconded by Ald. Hinkley

THAT THE FINANCIAL ANALYSIS OF THE CAPITAL
IMPROVEMENT SURCHARGE FUND BE RECEIVED FOR
INFORMATION.

MOTION CARRIED.

9. Hamilton Convention Centre -
Capital Purchase of Dance Floor

The Committee was advised that the Hamilton Convention Centre Committee, at its meeting of February 27, 1987, approved the purchase. Following review of the item

by the Committee, it was

MOVED by Mr. Hector, seconded by Dr. Bart

- A) THAT THE CANADIAN MADE DANCE FLOOR, INCLUDING ALL PERIMETER TRIM AND DANCE FLOOR CADDIES BE PURCHASED FROM UNICAN TRADING LIMITED FOR THE TOTAL COST OF \$31,000; AND
- B) THAT THE PURCHASE BE CHARGED TO WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-K52753 (DANCE FLOOR) WHICH WAS PREVIOUSLY ESTABLISHED IN 1986.

NOTE: SUFFICIENT FUNDING EXISTS IN WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-K52753.

MOTION CARRIED.

10. Hamilton Place - Thames Valley
Beverages Limited - Tender

The Committee was advised that the Hamilton Place Committee, at its meeting of February 26, 1987, approved the awarding of this tender to Thames Valley Beverages Limited. Following review of the item by the Committee, it was

MOVED by Dr. Bart, seconded by Mr. Hector

THAT HAMILTON PLACE CONTINUE WITH THAMES VALLEY BEVERAGES LIMITED AS ITS SOFT DRINK SUPPLIER FOR A ONE YEAR PERIOD ENDING JANUARY 15, 1988 WITH AN OPTION TO RENEW ON AN ANNUAL BASIS FOR THREE CONSECUTIVE YEARS.

MOTION CARRIED.

11. CUP - Maintenance Van -
Acceptance of Tender

The Committee was advised that the Copps Coliseum Committee, at its meeting of February 25, 1987, approved the awarding of this tender to Johnston Motors Leasing, Hamilton. Following review of the

item by the Committee, it was

MOVED by Dr. Bart, seconded by Mr. Hector

- A) THAT THE TENDER SUBMITTED BY JOHNSTON MOTORS LEASING, HAMILTON, FOR THE LEASING OF A MAINTENANCE VAN BE ACCEPTED AT A TOTAL MONTHLY RATE OF \$288.90 FOR A 36 MONTH TERM WITH A BUY-OUT OPTION PRICE OF \$4,400.00, INCLUDING TAXES, AT THE CONCLUSION OF THE LEASE; AND
- B) THAT THIS LEASE BE FINANCED FROM ACCOUNT NUMBER 0360-0581 WHICH HAS BEEN ESTABLISHED IN THE 1987 C.U.P. OPERATING BUDGET FOR THIS PURPOSE.

NOTE: SUFFICIENT FUNDS ARE AVAILABLE IN OPERATING ACCOUNT NUMBER 0360-0581 TO FINANCE THE COST OF THIS LEASE.

MOTION CARRIED.

12. Approval to Proceed with
1987 Capital Projects

12.1 Various Copps Coliseum and
CUP Projects

The Committee was advised that the Copps Coliseum Committee, at its meeting of February 25, approved proceeding with the capital projects. It was

MOVED by Ald. Hinkley, seconded by Dr. Bart

- A) THAT THE FOLLOWING CAPITAL PROJECTS FOR COPPS COLISEUM AND THE CENTRAL UTILITIES PLANT BE PROCEEDED WITH AS PROVIDED FOR IN THE 1987 PORTION OF THE 1987 - 1991 CAPITAL BUDGET PROGRAMME:

COPPS COLISEUM

- | | | |
|------|--|-----------|
| (I) | IMPROVEMENTS TO HOME
TEAM DRESSING ROOM | \$ 25,000 |
| (II) | DRINKING FOUNTAINS
(RINK LEVEL) | 10,000 |

(III)	IMPROVEMENTS REQUIRED FOR OCCUPATION OF RETAIL/ MALL AREA	250,000
(IV)	CONVERSION OF DOMESTIC HOT WATER GENERATION SYSTEM	20,000
(V)	IMPROVEMENTS TO PRESS FACILITIES	30,000
(VI)	GLYCOL STORAGE TANK	10,000
(VII)	PROVISION OF SUN SCREEN WEST ELEVATION WINDOWS	35,000
		<u>\$380,000</u>

CENTRAL UTILITIES PLANT

(VIII)	VARIOUS CAPITAL REPLACEMENTS AND REVISIONS FOR C.U.P.	72,000
(IX)	ADDITION OF CITY HALL TO C.U.P. BUILDING AUTOMATION SYSTEM	130,000
(X)	VARIOUS CAPITAL REPLACEMENTS FOR CITY HALL	54,000
(XI)	TEARDOWN/OVERHAUL OF CENTRAVACS - C.U.P., CITY HALL AND PUBLIC LIBRARY	50,000
(XII)	VARIOUS CAPITAL REVISIONS AND REPLACEMENTS FOR HAMILTON PLACE	\$ 61,000
		<u>\$367,000</u>

TOTAL	<u>\$747,000</u>
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- B) THAT AN AMOUNT OF APPROXIMATELY 10% OF THE ESTIMATED PROJECT COST FOR DESIGN AND ENGINEERING SERVICES BE COMMITTED, WHERE APPLICABLE; AND

- C) THAT THE CITY TREASURER BE REQUESTED TO RECOMMEND TO THE CITY'S EXECUTIVE COMMITTEE THE METHOD OF FINANCING.

NOTE: THIS THREE-PART RECOMMENDATION, ONCE APPROVED BY CITY COUNCIL WITH APPROPRIATE FUNDING, WILL:

- (I) AUTHORIZE MANAGEMENT TO PROCEED WITH THE PROJECTS IN TERMS OF PREPARING SPECIFICATIONS AND THEN HAVING THEM TENDERED; AND
- (II) PERMIT THE BOARD TO THEN AWARD CONTRACTS TO SUPPLIERS IN ACCORDANCE WITH THE TENDER RESULTS. IT SHOULD BE NOTED THAT BOARD APPROVAL IS REQUIRED FOR CONTRACTS IN EXCESS OF \$10,000.

IN ACCORDANCE WITH THE APPROVED 1987 - 1991 CAPITAL BUDGET PROGRAMME, \$130,000 OF THE TOTAL OF \$747,000 IN (A) ABOVE IS TO BE FINANCED FROM HECFI'S RESERVE FOR CAPITAL PROJECTS WITH THE REMAINDER TO BE FINANCED BY THE CITY.

MOTION CARRIED.

12.2 Corporate Office Equipment

It was

MOVED by Mr. Hector, seconded by Ald. Hinkley

- A) THAT THE OFFICE EQUIPMENT FOR THE FINANCE AND ADMINISTRATION DEPARTMENT OF HECFI IN THE AMOUNT OF \$10,000 AS PROVIDED FOR IN THE 1987 PORTION OF THE 1987 - 1991 CAPITAL BUDGET PROGRAMME BE PROCEEDED WITH; AND
- B) THAT THE CITY TREASURER BE REQUESTED TO RECOMMEND TO THE CITY'S EXECUTIVE COMMITTEE THE METHOD OF FINANCING.

NOTE: IN 1987, OFFICE PARTITIONS ARE REQUIRED IN THE FINANCE AND ADMINISTRATION AREA, INCLUDING THE OPEN OFFICE AREA LOCATED NEAR THE MANAGING DIRECTOR/CEO'S OFFICE. AS WELL, ADDITIONAL FILING AND STORAGE CABINETS ARE REQUIRED FOR THE FINANCE AND ADMINISTRATION DEPARTMENT. FINANCING WILL BE FROM HECFI'S RESERVE FOR CAPITAL PROJECTS.

MOTION CARRIED.

12.3 Corporate Office Expansion/
Furniture - Marketing

The Committee reviewed the recommendation relative to the corporate office expansion/furniture for Marketing. Concern was expressed that perhaps the project should be placed on hold. However, Mr. Brian K. Conacher advised the Committee that there was not enough current office space available, regardless of any re-organization that may occur. It was

MOVED by Alderman Hinkley, seconded by Mr. Levitt

- A) THAT THE OFFICE EXPANSION, INCLUDING ADDITIONAL OFFICE FURNITURE AND EQUIPMENT, FOR THE MARKETING DEPARTMENT OF HECFI IN THE AMOUNT OF \$23,000 AS PROVIDED FOR IN THE 1987 PORTION OF THE 1987 - 1991 CAPITAL BUDGET PROGRAMME BE PROCEEDED WITH; AND
- B) THAT THE CITY TREASURER BE REQUESTED TO RECOMMEND TO THE CITY'S EXECUTIVE COMMITTEE THE METHOD OF FINANCING.

NOTE: THE \$23,000 BEING REQUESTED IS WITHIN THE \$30,000 1987 CAPITAL BUDGET PROVISION FOR THIS PROJECT. FINANCING WILL BE FROM HECFI'S RESERVE FOR CAPITAL PROJECTS.

MOTION CARRIED.

12.4 Various Hamilton Convention
Centre Projects

The Committee was advised that the Hamilton Convention Centre Committee, at its meeting of February 27, 1987, approved proceeding with the capital projects. It was

MOVED by Alderman Hinkley, seconded by Dr. Bart

- A) THAT THE FOLLOWING CAPITAL PROJECTS FOR THE HAMILTON CONVENTION CENTRE BE PROCEEDED WITH AS PROVIDED FOR IN THE 1987 PORTION OF THE 1987-1991 CAPITAL BUDGET PROGRAMME:

(I)	KITCHEN ADDITION	\$150,000
(II)	DISHWASHER	60,000
(III)	INSTALLATION OF WASHROOM IN V.I.P. ROOM (314)	7,500
(IV)	FREEZER	15,000
(V)	STRIP LIGHTING - WENTWORTH	15,000
(VI)	SMALL EQUIPMENT REPLACEMENT	15,000
(VII)	AUDIO VISUAL EQUIPMENT	25,000
		<u>\$287,500</u>

- B) THAT THE CITY TREASURER BE REQUESTED TO RECOMMEND TO THE CITY'S EXECUTIVE COMMITTEE THE METHOD OF FINANCING.

NOTE: THE \$287,500 IS TO BE FINANCED FROM HECFI'S RESERVE FOR CAPITAL PROJECTS.

MOTION CARRIED.

13. HECFI's Policies for Vacation, Time-
Off-In-Lieu/Overtime, Day-of-Rest-Per-Week
(Proposed New), Compassionate Leave,
Sickness Leave

Following discussion relative to HECFI's policies for vacation, time-off-in-lieu/overtime, compassionate leave, sickness leave, and in particular the new policy entitled "day-of-rest-per-week", the Committee wished to receive written comments from the City/Region Human Resources Centre and asked that Mr. Brian K. Conacher, Managing Director/Chief Executive Officer, meet with personnel from that Department. It was

MOVED by Alderman Hinkley, seconded by Dr. Bart

THAT HECFI'S POLICIES FOR VACATION, TIME-OFF-IN-LIEU/OVERTIME, DAY-OF-REST-PER-WEEK (PROPOSED NEW), COMPASSIONATE LEAVE AND SICKNESS LEAVE BE TABLED PENDING A MEETING BETWEEN THE MANAGING DIRECTOR/CHIEF EXECUTIVE OFFICER AND PERSONNEL OF THE CITY/REGION HUMAN RESOURCES CENTRE AND RECEIPT OF THAT DEPARTMENT'S WRITTEN COMMENTS.

MOTION CARRIED.

14. Special Events Subsidy Fund

It was

MOVED by Alderman Hinkley, seconded by Dr. Bart

- A) THAT THE EXECUTIVE COMMITTEE TAKE OVER SOLE AUTHORITY AND CONTROL OF THE SPECIAL EVENTS SUBSIDY FUND.
- B) THAT \$75,000. OF THE FUNDS FOR THE 1987 SPECIAL EVENTS SUBSIDY FUND BE ALLOCATED TO RE-ESTABLISH A PARKING FEE REDUCTIONS FOR VISITORS /DELEGATES BUDGET LINE.

MOTION CARRIED.

15. Next Meeting

The next regular meeting of the Audit/Finance Committee is scheduled for Tuesday, March 31, 1987 at 12:00 Noon.

16. Adjournment

The meeting adjourned at 2:10 p.m.

It was

MOVED by Ald. Hinkley, seconded by Dr. Bart

THAT THE MEETING BE ADJOURNED.

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

W. H. McFARLAND, CHAIRMAN

Mrs. Joan M. Mills, Secretary

5.5 N.H.L. Committee Report of April 6, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

REPORT OF THE N.H.L. COMMITTEE
TO THE BOARD OF DIRECTORS OF THE
HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

The N.H.L. Committee met Monday, April 6, 1987 and respectfully recommends the following:

1. THAT A CANADA CUP BOOSTER CLUB BE ESTABLISHED TO ORGANIZE RALLIES, PUBLIC FORUMS, ETC. WITH THE INTENTION OF PROMOTING THE CANADA CUP SERIES; and

THAT ALDERMAN GALLAGHER BE APPOINTED THE CHAIRMAN WITH POWER TO CHOOSE THE EXECUTIVE MEMBERSHIP; and

TO FORWARD RECOMMENDATIONS TO THE HECFI BOARD.
2. THAT BANNERS PROMOTING AND WELCOMING THE CANADA CUP SERIES TO HAMILTON BE PLACED IN ALL HECFI FACILITIES, ACROSS MAIN STREET, AND THAT THE HAMILTON PLACE ELECTRONIC SIGN ON MAIN STREET AS WELL AS BILLBOARDS BE FULLY USED IN THIS PROMOTION EFFORT; and

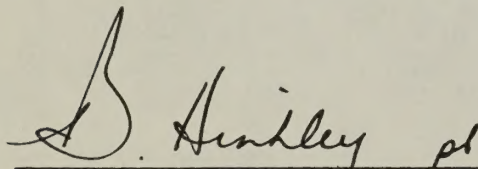
THAT HECFI MANAGEMENT STAFF BE RESPONSIBLE FOR THE IMPLEMENTATION OF THE SIGNAGE PROGRAM.
3. THAT THE VISITORS AND CONVENTION BUREAU BE REQUESTED TO CONTACT AND SEEK THE CO-OPERATION AND ASSISTANCE OF AREA BUSINESSES AND RESTAURANTS IN THE PROMOTION OF THE CANADA CUP SERIES (i.e. window signs for business storefronts and table cards for restaurants).

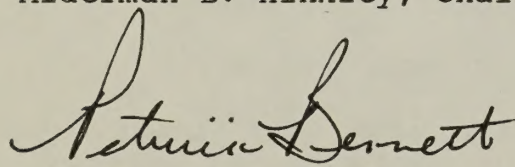
The Managing Director will correspond with the Director of the Economic Development Department requesting the assistance of the Manager of the Visitors & Convention Services in this respect.
4. THAT HECFI/THE CITY OF HAMILTON SPONSOR A BANQUET IN HONOUR OF THE CANADA CUP SERIES; and

THAT ALDERMAN MURRAY BE APPOINTED THE CHAIRMAN OF THE
BANQUET ORGANIZING COMMITTEE.

Note: A proposed budget pertaining to the above recommendations is being prepared by the Managing Director and the Chairman of the Board which will be presented to the City's Executive Committee.

Respectfully submitted,


Alderman B. Hinkley, Chairman


Patricia Bennett, Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, May 8, 1987

9:00 A.M.

COPPS COLISEUM BOARD ROOM

REGULAR AGENDA

1. Chairman's Remarks
2. Minutes of April 10, 1987 Attachment 2
 - 2.1 Errors or Omissions
 - 2.2 Motion for Approval
3. Business Arising From the Minutes
 - 3.1 The HECFI Financial Statements for the Year Ended December 31, 1986 Attachment 3.1
4. Report from Director of Marketing
5. Committee Reports/Minutes
 - 5.1 Copps Coliseum Third Report Attachment 5.1
 - 5.1.1 Copps Coliseum Committee Minutes of March 25, 1987 Attachment 5.1.1
 - 5.2 Hamilton Convention Centre Committee Fourth Report Attachment 5.2
 - 5.2.1 Hamilton Convention Centre Committee Minutes of March 20, 1987 Attachment 5.2.1

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Constitution
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| 5.3 | Hamilton Place Committee Third Report | Attachment 5.3 |
| 5.3.1 | Hamilton Place Committee Minutes of
March 26, 1987 | Attachment 5.3.1 |
| 5.4 | Audit & Finance Committee Fourth Report | Attachment 5.4 |
| 5.4.1 | Audit & Finance Committee Minutes of
March 31, 1987 | Attachment 5.4.1 |
| 5.5 | Canada Cup Booster Club :
Alderman Gallagher | Verbal |
| | Canada Cup Banquet : Alderman Murray | Verbal |
6. New Business
7. Other Business
8. Date of Next Meeting
- Friday, June 12, 1987
9:00 A.M.
Hamilton Convention Centre
Albion "C"
9. Adjournment

Patricia Bennett
Secretary to the Board
May 4, 1987

2. Minutes of April 10, 1987

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, April 10, 1987
9:00 A.M.

Hamilton Convention Centre - Webster "C"

MINUTES OF REGULAR SESSION

PRESENT: Alderman B. Hinkley, Chairman of the Board
Mr. T. Yates, First Vice Chairman
Alderman J. Gallagher, Second Vice Chairman
Mayor R. Morrow
Alderman R. Wheeler
Alderman T. Murray
Mr. D. Braley
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Dr. C. Bart
Mr. N. Levitt

ALSO PRESENT: Mr. B. Conacher
Mr. J. Crane
Mr. T. Burrows
Mr. W. Penfold
Mr. J. Leuser

REGRETS: Mr. D. Beattie
Mr. W. McFarland
Mr. F. Bogden

MEDIA: Mr. R. Melnbardis, The Spectator
Mr. R. Ireland, C.H.C.H.
Mr. D. Ryan, C.H.C.H.

1. Chairman's Remarks

Mr. Yates, First Vice-Chairman, called the meeting to order at
9:05 a.m.

In-Camera Session

The following motions were carried during the In-Camera
Session:

THE IN-CAMERA SESSION BE CONVENED (9:30 a.m.)

THE IN-CAMERA MINUTES OF MARCH 6, 1987 BE APPROVED.

THE IN-CAMERA MINUTES OF MARCH 13, 1987 BE APPROVED

SUMMARY RECOMMENDATION #4 OF THE SALARY COMPENSATION STUDY BE AMENDED TO READ:

THAT PAY GRADES #1 TO #18 BE ADMINISTERED USING AN INCREMENTAL SYSTEM BASED ON THE ANNIVERSARY DATE OF EMPLOYMENT SUBJECT TO PERFORMANCE APPRAISALS. THE INCREMENTS SHALL BE RECOMMENDED ANNUALLY BY MANAGEMENT SUBJECT TO BOARD APPROVAL.

IN ORDER TO RESPECT THE NEED FOR CONFIDENTIALITY IN THE FACILITY MANAGEMENT INDUSTRY, IT IS RECOMMENDED THAT ALL REFERENCE TO SALARIES AS THEY RELATE TO PARTICULAR INDIVIDUALS BE DELETED.

THE SALARY COMPENSATION STUDY BE APPROVED AS AMENDED; and

THAT THE MANAGING DIRECTOR/CEO DOCUMENT THE AMENDMENTS IN THE REPORT AND FORWARD SAME WITH A COVERING LETTER TO CITY COUNCIL.

THE COPPS COLISEUM IN-CAMERA REPORT OF MARCH 25, 1987 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE CONCESSION PRICES AT COPPS COLISEUM BE INCREASED IN ACCORDANCE WITH THE REPORT ENTITLED CONCESSION PRICES, AS SUBMITTED BY THE DIRECTOR OF THE HAMILTON CONVENTION CENTRE.

THAT THE POSSIBLE "CHRIS DE BURGH" CONCERT ON TENTATIVE HOLD FOR MAY 18 OR 19 OR 20, 1987, BE CANCELLED IN ORDER THAT THE DATE FOR THE ARENA FLOOR CONSTRUCTION MAY BE MOVED UP.

THAT THE REPORT ENTITLED POSSIBLE CO-PROMOTION OF WILLIE NELSON CONCERT ON AUGUST 8, 1987, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM BE APPROVED.

THE DATE, APRIL 18, 1987, BE MADE AVAILABLE AT COPPS COLISEUM FOR A RINGETTE TOURNAMENT.

THE COPPS COLISEUM COMMITTEE IN-CAMERA MINUTES OF FEBRUARY 25, 1987 BE RECEIVED FOR INFORMATION.

THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF MARCH 20, 1987 BE APPROVED AND THE FOLLOWING RECOMMENDATION BE APPROVED:

THAT THE BUSINESS MANAGER OF THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS - LOCAL 105, CANADA BE INFORMED THAT TWO (2) BOTTLES OF WINE PER TABLE OF TEN (10) (ONE WHITE AND ONE RED) WOULD BE ALLOWED AND THAT THE REST WOULD BE SUBJECT TO THE USUAL TERMS, BUT THAT IT SHOULD BE MADE CLEAR THAT, AS THE MATTER OF DONATED WINE WAS BEING REVIEWED, THIS SHOULD NOT BE CONSTRUED AS A PRECEDENT.

THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA MINUTES OF FEBRUARY 27, 1987 BE RECEIVED FOR INFORMATION.

THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF MARCH 26, 1987 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE DIRECTOR PREPARE A REPORT FOR THE HECFI BOARD THAT ADDRESSES OPTIONS FOR PROGRAMMING THE JULY AND AUGUST PERIOD; and PROVIDES BUDGETARY INFORMATION RELATIVE TO THE 1985/86 EXPERIENCE AND PROJECTIONS FOR 1987.

THAT THE STATUS REPORT ON ADVANCED BOOKINGS/CONTRACTS BE ACCEPTED FOR INFORMATION.

THAT THE EVENT REVENUE REPORT WHICH SHOWS A SMALL SURPLUS FOR JANUARY, FEBRUARY, BE RECEIVED FOR INFORMATION.

THE HAMILTON PLACE COMMITTEE IN-CAMERA MINUTES OF FEBRUARY 26, 1987 BE RECEIVED FOR INFORMATION.

THE AUDIT & FINANCE COMMITTEE IN-CAMERA REPORT OF MARCH 31, 1987 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

SUBJECT TO THE APPROVAL OF THE COMPENSATION STUDY BY THE HECFI BOARD, THAT ONLY THE AMOUNT OF \$29,500. BE RENDERED IN TOTAL TO STEVENSON, KELLOGG, ERNST & WHINNEY.

THE AUDIT & FINANCE COMMITTEE IN-CAMERA MINUTES OF MARCH 3, 1987 BE RECEIVED FOR INFORMATION.

THE IN-CAMERA SESSION ADJOURN AT 11:50 A.M.

2. Minutes of March 13, 1987

MOVED by Alderman Wheeler, seconded by Mr. Cino that

THAT THE MINUTES OF MARCH 13, 1987 BE APPROVED.

MOTION CARRIED.

3. Business Arising From the Minutes

3.1 Arts Task Force Report

The Managing Director presented the April 7th Arts Task Force report. It was

MOVED by Mr. Braley, seconded by Alderman Gallagher that

THE MANAGING DIRECTOR'S APRIL 7TH REPORT BE ACCEPTED.

MOTION CARRIED.

It was also agreed that the Chairman of the HECFI Board, together with the Chairmen of the Board Committees and the Managing Director/CEO represent the HECFI Board of Directors when meeting with the City's Executive Committee.

The meeting was turned over to the Chairman of the Board, Alderman Hinkley.

3.2 Special Events Subsidy Fund Update

The Managing Director/CEO reported that the City's Executive Committee approved the HECFI recommendation that the City have full control over the Special Events Subsidy Fund. It was

MOVED by Mr. Yates, seconded by Mr. Cino that

THE VERBAL REPORT ON THE STATUS OF THE SPECIAL EVENTS SUBSIDY FUND BE RECEIVED.

MOTION CARRIED.

4. Report from Director of Marketing

Due to the absence of the Director of Marketing, no report was received.

5. Copps Coliseum Committee Third Report

MOVED by Alderman Murray, seconded by Mr. Casey that

THE COPPS COLISEUM COMMITTEE SECOND REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS APPROVED:

THAT BURTON KRAMER ASSOCIATES LTD. BE AUTHORIZED TO PREPARE SPECIFICATIONS FOR THE SUPPLY AND INSTALLATION OF ONE (1) FREE STANDING, TWO SIDED ELECTRONIC SIGN TO BE LOCATED AT THE CORNER OF BAY STREET AND YORK BOULEVARD AND TWO (2) FREE STANDING, SINGLE SIDED ELECTRONIC SIGNS TO BE LOCATED ON THE NORTH EAST AND SOUTH EAST CORNERS OF THE COLISEUM PROPERTY, AT A COST NOT TO EXCEED FIVE THOUSAND (\$5,000.) DOLLARS, AND THAT ONCE THIS SPECIFICATION IS DEVELOPED AND SUBSEQUENTLY APPROVED BY THE COPPS COLISEUM COMMITTEE, SAME BE TENDERED, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING FOR THE ABOVE ITEMS.

THAT THE TENDER SUBMITTED BY PINKERTONS OF CANADA LTD. FOR SECURITY SERVICES AT COPPS COLISEUM AT THE TOTAL HOURLY RATE OF \$7.96 FOR THE YEARS 1987 AND 1988 BE ACCEPTED FOR THE TERM COMMENCING 1987 APRIL 1 TO 1988 DECEMBER 31, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT THE TENDER SUBMITTED BY FEDERATED BUILDING MAINTENANCE CO. LTD., TORONTO, ONTARIO, FOR REGULAR OFFICE AND SCHEDULED EVENT CLEANING SERVICES AT COPPS COLISEUM BE ACCEPTED FOR THE TERM COMMENCING 1987 APRIL 1 AND TERMINATING 1988 DECEMBER 31, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

The following items were received for information:

- (i) The report Use of Copps Coliseum by Minor Hockey Association;
- (ii) The report Copps Coliseum and The Central Utilities Plan - Status of Capital Budget and Construction Projects;
- (iii) The Status Report on Confirmed Events at Copps Coliseum - April to July 1987;
- (iv) The Copps Coliseum Event Revenue Report Summary;
- (v) The report Copps Coliseum - Incident Occurrence Break, Enter and Theft;
- (vi) The Report By The Director of Copps Coliseum;
- (vii) The Director to prepare a report in respect of the "Darts" pick up/drop off area at Copps Coliseum;

- (viii) Management to prepare draft Client Evaluation Forms and Comment Cards for presentation at the next Committee meeting;
- (ix) The Secretary to refer the matter of lapel pins for all facilities to the Marketing Division for consideration and recommendation.

5.1.1 Copps Coliseum Committee Minutes of February 25, 1987

MOVED by Alderman Murray, seconded by Mr. Casey that

THE COPPS COLISEUM COMMITTEE MINUTES OF FEBRUARY 25, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.2 Hamilton Convention Centre Committee Third Report

MOVED by Alderman Wheeler, seconded by Mr. Yates that

THE HAMILTON CONVENTION CENTRE THIRD REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

- (i) Director's Report - February 1987;
- (ii) Client correspondence;
- (iii) Comment Card and Client Evaluations;
- (iv) Report of the Director of Finance/Administration;
- (v) It was agreed that the Director of the Region's Visitor and Convention Services to be invited to attend a meeting of the Convention Centre Committee in order that he and the Centre can discuss the dispensing of information and names to be contacted by service companies;
- (vi) The Committee received a plaque received from a student who took part in the Board of Education's Technology Showcase.

5.2.1 Hamilton Convention Centre Committee Minutes of February 27, 1987

MOVED by Alderman Wheeler, seconded by Mr. Yates that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF FEBRUARY 27, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Hamilton Place Committee Second Report

MOVED by Mr. Hector, seconded by Mr. Casey that

THE HAMILTON PLACE COMMITTEE SECOND REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT WHITE STAR CLEANING SERVICE LIMITED BE AWARDED THE CLEANING CONTRACT.

THAT SAPPHIRE STAGING OF MISSISSAUGA BE AWARDED THE CONTRACT FOR THE PURCHASE OF DRAPERIES, GREAT HALL STAGE.

THAT A PROPOSAL CALL FOR A MARQUEE TO BE LOCATED ON THE SOUTHWEST CORNER OF HAMILTON PLACE BE APPROVED.

MOTION CARRIED.

The following items were received for information:

- (i) HECFI legal counsel will provide, in respect of the Hamilton Performing Arts Foundation, minutes of the January 8, 1987 meetings and the amendment to By-Law No. 1 regarding Board membership;
- (ii) The Director reviewed the current status of Hamilton Place programming;
- (iii) The Assistant Director's Report was received;
- (iv) Report from the Director of Finance & Administration;
- (v) Management to draft Client Evaluation Forms and Comment Cards similar to those used by the Hamilton Convention Centre.

5.3.1 Hamilton Place Committee Minutes of February 26, 1987

MOVED by Mr. Hector, seconded by Mr. Cino that

THE HAMILTON PLACE COMMITTEE MINUTES OF FEBRUARY 26, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.4 Audit & Finance Committee Third Report

MOVED by Dr. Bart, seconded by Alderman Gallagher that

THE AUDIT & FINANCE COMMITTEE THIRD REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE DRAFT 1986 ANNUAL AUDITED FINANCIAL STATEMENTS FOR HECFI AS PRESENTED BY MR. MICHAEL G. COLLYER, F.C.A., OF PANNELL, KERR, MACGILLIVRAY BE APPROVED AS AMENDED.

THAT THE DRAFT 1986 ANNUAL AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON PERFORMING ARTS FOUNDATION INC. AS PRESENTED BY MR. MICHAEL G. COLLYER, F.C.A., OF PANNELL, KERR, MACGILLIVRAY BE APPROVED.

THAT THE TENDER SUBMITTED BY FEDERATED BUILDING MAINTENANCE CO. LTD., TORONTO, ONTARIO, FOR REGULAR OFFICE AND SCHEDULED EVENT CLEANING SERVICES AT COPPS COLISEUM BE ACCEPTED FOR THE TERM COMMENCING APRIL 1, 1987 AND TERMINATING DECEMBER 31, 1988.

THAT THE TENDER SUBMITTED BY PINKERTONS OF CANADA LTD. FOR SECURITY SERVICES AT COPPS COLISEUM AT THE TOTAL HOURLY RATE OF \$7.96 FOR THE YEARS 1987 AND 1988 BE ACCEPTED FOR THE TERM COMMENCING APRIL 1, 1987 AND TERMINATING DECEMBER 31, 1988.

THAT BURTON KRAMER ASSOCIATES LTD. BE AUTHORIZED TO PREPARE SPECIFICATIONS FOR THE SUPPLY AND INSTALLATION OF ONE (1) FREE STANDING, TWO-SIDED ELECTRONIC SIGN TO BE LOCATED AT THE CORNER OF BAY STREET AND YORK BOULEVARD AND TWO (2) FREE STANDING, SINGLE-SIDED ELECTRONIC SIGNS TO BE LOCATED ON THE NORTH-EAST AND SOUTH-EAST CORNERS OF THE COLISEUM PROPERTY, AT A COST NOT TO EXCEED FIVE THOUSAND (\$5,000.) DOLLARS; and

THAT ONCE THIS SPECIFICATION IS DEVELOPED AND SUBSEQUENTLY APPROVED BY THE COPPS COLISEUM COMMITTEE, SAME BE TENDERED; and

THAT THE FEE (\$5,000.) BE CHARGED TO WORK IN PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-U32762.

THAT PINKERTONS OF CANADA LTD., HAMILTON, BE SELECTED FOR SECURITY SERVICES AT THE HAMILTON CONVENTION CENTRE, COMMENCING APRIL 1, 1987 AND TERMINATING DECEMBER 31, 1988.

THAT HAMILTON PLACE RETAIN THE SERVICES OF WHITE STAR CLEANING SERVICE LIMITED OF HAMILTON AT A COST OF \$6.55 PER HOUR IN 1987, \$6.65 PER HOUR IN 1988 AND \$6.75 PER HOUR FOR THE OPTIONAL YEAR OF 1989; and

THAT THE COST OF CLEANING SERVICES BE FINANCED THROUGH THE BUDGETARY ALLOCATION CONTAINED IN THE 1987 BUDGET: 8350-1037.

THAT THE QUOTATION SUBMITTED BY SAPPHIRE STAGING OF MISSISSAUGA IN THE AMOUNT OF \$29,666.69 INCLUSIVE OF RETAIL SALES TAX FOR THE SUPPLY OF DRAPERIES FOR THE GREAT HALL STAGE BE ACCEPTED AND THAT THE PURCHASE OF THESE DRAPERIES BE FINANCED FROM THE RESERVE ACCOUNT: CAPITAL IMPROVEMENT SURCHARGE, HAMILTON PLACE.

THAT THE PROPOSAL CALL THAT HAS BEEN PREPARED BY HAMILTON PLACE IN CONJUNCTION WITH THE CITY'S PURCHASING DEPARTMENT BE ISSUED FOR THE SUPPLY AND INSTALLATION OF A NEW EXTERIOR ELECTRONIC FULL MATRIX MARQUEE ATTACHED TO THE SOUTH WEST CORNER OF HAMILTON PLACE; and THAT THE SOURCE OF FUNDS FOR THIS CAPITAL ITEM BE DESIGNATED FROM THE RESERVE ACCOUNT: CAPITAL IMPROVEMENT SURCHARGE, HAMILTON PLACE.

MOTION CARRIED.

The following items were received for information:

- (i) A letter dated March 19, 1987 from Pannell, Kerr, MacGillivray which indicates that the financial control systems of HECFI are operating effectively;
- (ii) A review, with the accountants, of Hamilton Place's Accounts Receivable Outstanding as at December 31, 1985;
- (iii) Report from the Director of Finance and Administration;
- (iv) HECFI Unaudited Operating Results for the Two Month Period Ended February 28, 1987;
- (v) CUP Unaudited Operating Results for the Two Month Period Ended February 28, 1987.

5.4.1 Audit & Finance Committee Minutes of March 3, 1987

MOVED by Dr. Bart, seconded by Mr. Yates that

THE AUDIT & FINANCE COMMITTEE MINUTES OF MARCH 3, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.5 N.H.L. Committee Report of April 6, 1987

MOVED by Mr. Yates, seconded by Alderman Gallagher that

THE N.H.L. COMMITTEE REPORT OF APRIL 6, 1987 BE APPROVED AND
THE FOLLOWING RECOMMENDATIONS ENDORSED:

1. THAT A CANADA CUP BOOSTER CLUB BE ESTABLISHED TO ORGANIZE RALLIES, PUBLIC FORUMS, ETC. WITH THE INTENTION OF PROMOTING THE CANADA CUP SERIES; and

THAT ALDERMAN GALLAGHER BE APPOINTED THE CHAIRMAN WITH POWER TO CHOOSE THE EXECUTIVE MEMBERSHIP; and

TO FORWARD RECOMMENDATIONS TO THE HECFI BOARD.
2. THAT BANNERS PROMOTING AND WELCOMING THE CANADA CUP SERIES TO HAMILTON BE PLACED IN ALL HECFI FACILITIES, ACROSS MAIN STREET, AND THAT THE HAMILTON PLACE ELECTRONIC SIGN ON MAIN STREET AS WELL AS BILLBOARDS BE FULLY USED IN THIS PROMOTION EFFORT; and

THAT HECFI MANAGEMENT STAFF BE RESPONSIBLE FOR THE IMPLEMENTATION OF THE SIGNAGE PROGRAM.
3. THAT THE VISITORS AND CONVENTION BUREAU BE REQUESTED TO CONTACT AND SEEK THE CO-OPERATION AND ASSISTANCE OF AREA BUSINESSES AND RESTAURANTS IN THE PROMOTION OF THE CANADA CUP SERIES (i.e. window signs for business storefronts and table cards for restaurants).
4. THAT HECFI/THE CITY OF HAMILTON SPONSOR A BANQUET IN HONOUR OF THE CANADA CUP SERIES; and

THAT ALDERMAN MURRAY BE APPOINTED THE CHAIRMAN OF THE BANQUET ORGANIZING COMMITTEE.

MOTION CARRIED.

6. New Business

Nil

7. Other Business

8. Date of Next Meeting

May 8, 1987
9:00 A.M.
Hamilton Convention Centre
Webster "C"

9. Adjournment

MOVED by Mr. Braley, seconded by Alderman Wheeler that

THE REGULAR SESSION BE ADJOURNED AT 9:25 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman Hinkley, Chairman

Patricia Bennett, Secretary

1977 Award of Merit
Business Meeting
April 14, 1987
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3.1 The HECFI Financial Statements for
the Year Ended December 31, 1986

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3.1 The HECFI Financial Statements for
the Year Ended December 31, 1986

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 1986

AUDITORS' REPORT

To the Board Members of The
Hamilton Entertainment and
Convention Facilities Inc.,
Members of Council, Inhabitants
and Ratepayers of the Corporation
of the City of Hamilton.

We have examined the balance sheet of The Hamilton Entertainment and Convention Facilities Inc. as at December 31, 1986 and the statement of revenue and expenditures for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the corporation as at December 31, 1986 and the results of its operations for the year then ended in accordance with the accounting principles disclosed in note 2 to the financial statements.

Hamilton, Ontario,
February 25, 1987.

Pannell Kerr MacGillivray

CHARTERED ACCOUNTANTS.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT DECEMBER 31, 1986

A S S E T S

CURRENT

Imprest funds	\$ 15,500
Cash in bank	12,943
Accounts receivable	461,952
Due from City of Hamilton	45,310
Inventories (note 3)	62,438
Prepaid expenses	38,883
Deferred charges on future shows	5,993
	\$ 643,019

L I A B I L I T I E S A N D R E S E R V E S

CURRENT

Accounts payable and accruals	\$ 288,119
Advance ticket sales	111,764
Deposits on future rentals	90,841
Unredeemed gift certificates	107,295
	598,019

RESERVES (note 4)

45,000

\$ 643,019

APPROVED ON BEHALF OF THE BOARD

_____))
_____)) DIRECTORS
_____))
_____))

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1986

1. INCORPORATION

The Hamilton Entertainment and Convention Facilities Inc. was incorporated without share capital under the laws of Ontario on December 18, 1985 by the City of Hamilton to maintain and operate, in the public interest, the following facilities:

Copps Coliseum (a trade centre and arena)
Hamilton Convention Centre
Hamilton Place (a theatre-auditorium)

The activities of the three facilities were carried on separately until December 31, 1985, at which time the assets, liabilities and operations were assumed by The Hamilton Entertainment and Convention Facilities Inc. Accordingly, these financial statements present the operations of the three facilities for the year January 1, 1986 to December 31, 1986, inclusive.

The financial results by division are summarized on Schedule #1 to these financial statements.

2. SIGNIFICANT ACCOUNTING POLICIES

The corporation follows accounting principles appropriate for a not-for-profit organization. The more significant of these accounting policies are summarized below.

(a) Rentals, Licence Fees and Show Revenues -

Rentals, licence fees and show revenues comprise minimum rental and licence fees, negotiated percentages of box office receipts and profit or loss when the corporation acts as a promoter or co-promoter on shows.

Revenues exclude the capital improvement ticket surcharge (see note 6).

(b) Inventories -

Inventories are valued at the lower of cost, measured on a first-in, first-out basis, and replacement value.

(c) Fixed Assets and Depreciation -

The land, buildings and original equipment of The Hamilton Entertainment and Convention Facilities Inc. are owned by The Corporation of the City of Hamilton. Purchases of equipment and furnishings are charged either directly to operations in the year in which the expenditures occur, or to a reserve fund established for the purchase of fixed assets.

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) Reserves -

Appropriations for reserves, if any, are included as expenditures. Payments relating to the functional purpose of the reserves are charged directly to the reserves.

The accompanying financial statements do not include the activities of two related corporations, The Hamilton Performing Arts Foundation Inc. and The Hamilton Arena/Trade Centre Foundation Inc.

3. INVENTORIES

Inventories consist of liquor, beer, wine, food, soft drinks and tobacco supplies.

4. CONTINUITY OF RESERVES

	<u>Innovative Programming</u>	<u>Specific Projects</u>
Balance at beginning of the year	\$ 75,000	\$ 30,449
Add receipts during the year	-	750
Less - charges during the year	(30,000)	-
- reversal to operations during the year	-	(31,199)
Balance at end of the year	<u>\$ 45,000</u>	<u>\$ -</u>

5. TRANSFER TO THE CITY OF HAMILTON

The excess of revenue over expenditure for the year has been returned to the City of Hamilton and is normally designated for the reserve for capital projects for The Hamilton Entertainment and Convention Facilities Inc. in the general revenue fund of the City of Hamilton. These funds and interest earned thereon will be used to finance major building repairs, purchase of equipment or replacement thereof.

6. CAPITAL IMPROVEMENT SURCHARGE FUND

Hamilton Place levies a patron surcharge on ticket admissions. Receipts from this surcharge are transferred quarterly to the City of Hamilton and recorded in the capital improvement surcharge fund account. The funds in this account are held by, and accounted for by, the City of Hamilton to be utilized for capital improvements to Hamilton Place. The continuity of this fund is summarized as:

Balance at beginning of year	\$ 242,829
Receipts during the year	160,590
Interest earned during the year	27,492
Commitments:	
Personnel hoist	(30,443)
Stage floor reinforcement	(18,998)
Refurbishing and insulating	
Studio Theatre floor	(12,998)
Updated lighting systems for the	
Great Hall and Studio Theatre	(242,129)
Balance at end of year	<u><u>\$ 126,343</u></u>

7. OTHER FINANCIAL INFORMATION

At December 31, 1986, The Corporation of the City of Hamilton has outstanding long-term debt of \$ 21,216,667 which was incurred to acquire the buildings and original equipment of The Hamilton Entertainment and Convention Facilities Inc. The Corporation of the City of Hamilton's interest and principal repayments on this debt for 1986 were \$ 2,523,012 and \$ 1,630,254, respectively.

In addition, The Corporation of the City of Hamilton incurred estimated utility charges of \$ 872,000 related to the operations of The Hamilton Entertainment and Convention Facilities Inc.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
STATEMENT OF REVENUE AND EXPENDITURE
FOR THE YEAR ENDED DECEMBER 31, 1986

REVENUE

Food, beverage and concessions	\$ 2,347,942
Rentals, licence fees and show revenues	1,547,286
Recoveries	1,805,875
Box office	371,590
Other	289,555
	6,362,248

EXPENDITURE

Operations	2,483,491
Food and beverage	1,816,201
Administration	1,601,067
Maintenance	993,968
Marketing and promotion	871,409
Box office	320,907
	8,087,043

EXCESS OF EXPENDITURE OVER
REVENUE FROM OPERATIONS

1,724,795

CONTRIBUTION FROM THE CITY OF
HAMILTON

2,432,570

EXCESS OF REVENUE OVER EXPENDITURE
FOR THE YEAR

707,775

TRANSFER TO THE CITY OF HAMILTON (note 5)

707,775

\$ -

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
SCHEDULE OF FINANCIAL RESULTS BY DIVISION
FOR THE YEAR ENDED DECEMBER 31, 1986

	<u>Copps Coliseum</u>	<u>Hamilton Convention Centre</u>	<u>Hamilton Place</u>	<u>Corporate</u>	<u>Total</u>
Revenue	\$ 1,456,515	\$ 2,462,882	\$ 1,847,645	\$ 595,206	\$ 6,362,248
Expenditure	<u>1,383,267</u>	<u>2,532,155</u>	<u>2,323,712</u>	<u>1,847,909</u>	<u>8,087,043</u>
Excess of expenditure over revenue (revenue over expenditure) from operations	(73,248)	69,273	476,067	1,252,703	1,724,795
Contribution from (to) City of Hamilton	(<u>153,390</u>)	<u>225,460</u>	<u>511,600</u>	<u>1,848,900</u>	<u>2,432,570</u>
Excess of revenue over expenditure	<u>(\$ 80,142)</u>	<u>\$ 156,187</u>	<u>\$ 35,533</u>	<u>\$ 596,197</u>	<u>\$ 707,775</u>

The Corporate Division is comprised of the Marketing Department and the Finance and Administration Department, which includes the box office and related fees.

5.1 Copps Coliseum Third Report

Please Note: Items 2 and 3 were approved at the Audit &
Finance Committee meeting of April 28, 1987

1987 May 4

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF APRIL 22, 1987**

The Copps Coliseum Committee presents its **THIRD** Report and respectfully recommends the following:

1. Handicapped Patrons/Concessions - Condiments

That in a letter addressed to the Secretary of the Copps Coliseum Committee from Norma Walsh, Staff Resource, dated 1987 April 6, Item #1 concerning accessibility to condiments be implemented, and Item #2 concerning a safety rail on promenade concourse be investigated.

NOTE: Documentation is attached.

2. Central Utilities Plant/City Hall - Bearing Inspections and Major Overhauls of Trane Centravacs

That Trane Canada Inc. be authorized to proceed with major teardown/overhaul of air conditioning centravacs located at the Central Utilities Plant and City Hall at a total cost of \$40,500.00, and that the Audit and Finance Committee recommend the method of financing.

NOTE: Documentation is attached.

3. Copps Coliseum - Supply of Portable Wire Mesh Partitions - All Type Storage Systems

That the quotation received from All Type Storage Systems for the supply of portable wire mesh partitions in the total amount of \$14,524.61 be accepted, and that the Audit and Finance Committee recommend the method of financing.

NOTE (i) : Documentation is attached.

NOTE (ii): Only quotation received.

4. Ontario Arenas Association

That the Director of Copps Coliseum be authorized to participate in the Ontario Arenas Association for a one year term subject to review and that a report be submitted to the Copps Coliseum Committee following the one year term.

NOTE: Documentation is attached.

The following are for information only:

1. Status Report On Confirmed Events At Copps Coliseum - May to August 1987

That the Status Report On Confirmed Events At Copps Coliseum - May to August 1987, be received for information.

NOTE: Documentation is attached.

2. Copps Coliseum And The Central Utilities Plant - Ministry Of Energy - Municipal Oil Conversion and Energy Conservation Program

That the report entitled Copps Coliseum And The Central Utilities Plant - Ministry Of Energy - Municipal Oil Conversion and Energy Conservation Program

That the report entitled Copps Coliseum and The Central Utilities Plant - Ministry of Energy - Municipal Oil Conversion and Energy Conservation Program, as submitted by the Director of Copps Coliseum, be received for information.

NOTE: Documentation is attached.

3. Report By The Director Of Copps Coliseum

That the report by the Director of Copps Coliseum, be received for information.

NOTE: Documentation is attached.

4. Canada Cup Booster Club

Alderman Gallagher advised the committee that Mr. Paul Henderson has accepted the honour of Official Chairman for the Canada Cup series to be played at Copps Coliseum this year.

5. Date of Next Meeting

The next meeting of the Copps Coliseum Committee will be held on Wednesday, May 27, 1987 at 11:30 a.m. in the Copps Coliseum Board Room.

Respectfully submitted,

T. Murray

Alderman T. Murray, Chairman

Leslee Stewart

Leslee Stewart, Secretary

HANDICAPPED PATRONS/CONCESSIONS - CONDIMENTS



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Regional Advisory Committee for the Physically Disabled
c/o Department of Social Services
119 King Street West, 13th Floor
Hamilton, Ontario

526-4179

Mailing Address:
P.O. Box 910, Hamilton, Ontario
L8N 3V9

April 6, 1987

Ms. Leslee Stewart, Secretary,
Copps Coliseum Committee
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Re: 1) Accessibility to Condiments and
2) Safety Rail on Promenade Concourse

Dear Ms. Stewart:

1) In reply to your letter of March 11th, may we suggest that the condiment tables be lowered to 30", or that new 30" tables be obtained. This would allow access to persons in wheelchairs, as well as to persons of short stature, e.g., children.

2) Some wheelchair patrons apparently have suggested that a safety rail be erected on the promenade concourse at the front of the disabled seating spaces. We agree that this is advisable and, once again, suggest that a 30" height for the rail is appropriate and would not interfere with sight lines.

Thank you for the opportunity to advise on these matters. We hope you will continue to consult us in this manner.

Yours sincerely,

Norma Walsh
Staff Resource

:lj

**CENTRAL UTILITIES PLANT/CITY HALL -
BEARING INSPECTIONS AND MAJOR OVERHAULS OF TRANE CENTRAVACS**



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 April 15

SUBJECT: Central Utilities Plant/City Hall.
Bearing Inspections and Major Overhauls of Trane Centravacs.

RECOMMENDATION:

- That 1) Trane Canada Inc. be authorized to proceed with major teardown/overhaul of air conditioning centravacs located at the Central Utilities Plant and City Hall at a total cost of \$40,500.00.
- 2) The Audit and Finance Committee recommend the method of financing.

BACKGROUND:

Included within the 1987 Capital Budget Programme for The Central Utilities Plant, is an amount of \$50,000.00 for the teardown/overhaul of centravacs at the C.U.P. and City Hall.

The work involved to perform this service is quite complex and requires the dismantling of the entire chiller unit. The main bearings and motor are inspected and replaced/refurbished if necessary. All safety and operating controls are inspected and re-set to ensure efficient operation. The manufacturer recommends that this service be performed every 7 to 10 years and recent samples of bearing lubrication oil show trace amounts of tin deposits indicating bearing wear. The two units scheduled for overhaul in 1987, ie. one of two at City Hall and one of three at C.U.P. have not had this service performed for almost 14 years.

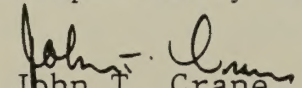
Because of the complexity of the work and associated equipment, I am recommending that the manufacturer's service representative, Trane Canada Inc., perform this overhaul service. Trane have serviced these machines on a regular basis since being installed and have the knowledge and expertise that only the manufacturer could provide. Because the nature of this operation requires the equipment to be dismantled prior to assessing the condition of the internal components, Trane have provided separate costs for bearing replacement and motor overhaul if required.

The extent of work to be performed and associated cost is outlined in attached letter dated 1986 June 16 from the Trane Service Agency. Please note that Trane will offer a cost discount if staff forces assist in the dismantling of the chiller. The cost for City Hall and the C.U.P. is \$21,490.60 and \$19,009.00 respectively should the bearings require replacement and the motors overhauled.

Again, I must stress the importance of the manufacturers' representative performing this service. Trane is fully equipped with the specialized tools and equipment required for this work, they will provide a one-year warranty on replacement components and will also provide winter service without charge in the units in question. In addition, insurance underwriters recommend that we employ the service representatives for the manufacturer of equipment we have.

On this basis, I recommend that this work not be tendered, but rather awarded to Trane Canada Inc. for the total cost of \$40,500.00.

Respectfully submitted,


John T. Crane
Director
Copp's Coliseum



TRANE SERVICE AGENCY (HAMILTON), 10 SANFORD AVE., N., HAMILTON, ONTARIO L8L 5Y6
MANAGER: P.A. LOUCKS, P. ENG.

528-8648

June 16, 1986

Corporation of City
of Hamilton,
City Hall,
Hamilton, Ontario.
L8N 3T4

Attention: Mr. R.Desnoyars
Central Utilities Plant

Subject: Bearing Inspections and
major overhauls of Trane Centravacs

Gentlemen:

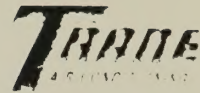
In keeping with the Manufacturer's recommendation of bearing inspections every 7 to 10 years, we pleased to provide the attached quotation as requested. These prices will remain in effect until December 31, 1986.

Motor overhaul prices will vary depending on final inspection of motor. As requested, we have also shown the considerable savings which would be effected if your forces were to assist or carry out the dismantling of each chiller. Refrigerant replacement or any insulation which may be damaged is not included in this quotation.

A bearing inspection and major overhaul encompasses the following: refrigerant removal and storage; a freon sample taken and measured for HBR- high boiling residue, to determine its quality for re-use. The entire chiller is dismantled including all refrigerant piping, volutes, vane assemblies, impellers and seals. Noraml inspection of each part is carried out.

The bearings are inspected for wear in both directions. If wear is less than 50% of manufacturers' recommendation, the original bearings are re-used.

Cont'd Page 2



AIR CONDITIONING
HEATING
VENTILATING
HEAT TRANSFER

Page 2.

At this time a visual inspection of the motor condition is made and the decision to have the motor removed for cleaning, dipping and baking is carried out. During re-assembly, new gaskets and "O" rings are used. The chiller is pressure tested and evacuated prior to addition of refrigerant and oil charge.

Normal inspection services are carried out, such as overhaul the purge system, check and set all safety and operating controls. The prices also include for chiller start-up prior to next cooling season.

We trust that this quotation is as required. If further information is required, please do not hesitate to call us.

Yours truly,

TRANE SERVICE AGENCY (HAMILTON)

A handwritten signature in dark ink, appearing to read "Philip F. Aitken". The signature is written in a cursive, flowing style.

P. Aitken

Technical Service Adviser

PA/h
Encl.

CORPORATION CITY OF HAMILTON

June 16, 1986

- QUOTATION -

Chiller Location & Yrs. Service	Serial Number	Labour & Material	Bearing Replacement	Motor Overhaul	Savings Using Your Forces
H5-51C 54B City Hall 26 Years	(1987) 2426	\$ 14,685.60	\$1665.00	\$8140.00	\$3000.00
H5-51C 54B City Hall 26 Years	(1988) 2425	14,685.60	1665.00	8140.00	3000.00
CV-76G5H5 Central Plant 10 Years	(1988) L5E19546	13,724.00	2693.50	10477.00	3000.00
CV-76G5H5 Central Plant 10 Years	(1989) L5E19547	13,724.00	2693.50	10477.00	3000.00
PCV-4K C1D1 Central Plant 14 Years	(1987) L1H14208	10,284.00	1831.00	9894.00	3000.00
CVHA 032 Library Market 7th. Season	(1989) L79F21258	10,206.00	1895.00	8437.00	3000.00
CVHA 032 Library Market 7th. Season	(1990) L79F21257	10,206.00	1895.00	8424.00	3000.00

21,490.00

19,009.00

COPPS COLISEUM - SUPPLY OF PORTABLE WIRE MESH PARTITIONS -
ALL TYPE STORAGE SYSTEMS



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel: 416-526-4450

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 April 16

SUBJECT: COPPS COLISEUM - Supply of Portable Wire Mesh
Partitions - All Type Storage Systems

RECOMMENDATION:

- That 1) The quotation received from All Type Storage Systems for the supply of portable wire mesh partitions in the total amount of \$14,524.61 be accepted.
- 2) The Audit and Finance Committee recommend the method of financing.

NOTE: Only quotation received.

BACKGROUND:

In response to a request for quotations issued by the Director of Purchasing, one quotation was received for the supply of approximately 126 lineal feet of portable wire mesh partitions.

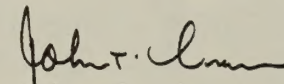
All Type Storage Systems submitted a cost in the total amount of \$14,524.61 for this work. This was the only quotation received.

These partitions will be utilized to separate public areas from restricted areas on the rink level of Copps Coliseum and also, because of their portable nature, these partitions can be utilized to create temporary storage areas in the truck tunnel for the purpose of storing equipment/materials when the entire exhibition area is required for trade/exhibition shows.

Sufficient funds are contained within established Capital accounts to finance this purchase, ie. Acct. # 0408-U32783; Additional Storage Areas, Rink Level - \$10,000.00. Acct. # 0408-U32779; Barrier, Drapes, Carpet, etc. - \$4,524.61.

I recommend that All Type Storage Systems be awarded this work as quoted.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

attchm.

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF QUOTATION

SUPPLY AND DELIVERY OF PORTABLE WIRE MESH PARTITIONS

Mr. T. Bradley
Director of Purchasing
City Hall, Hamilton

Closing Date April 10, 1987

Quotation No. C11-17-87

Dear Sir:

We, the undersigned, herewith agree to supply and deliver Portable Wire Mesh Partitions in accordance with specifications issued by the Director of Purchasing March 25, 1987 at the following price:

TOTAL NET PRICE INCLUDING ALL TAXES
FOR SEVENTEEN (17) PARTITIONS

\$ 14,524.61

Delivery - 5-6 weeks, after receipt of written order.
Colour - BLUE

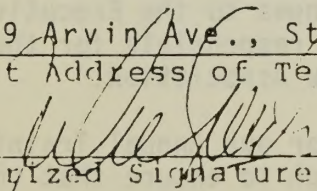
ALLTYPE STORAGE SYSTEMS

Name of Tenderer

349 Arvin Ave., Stoney Creek, Ont.

L8E 2M6

Street Address of Tenderer, including postal code


Authorized Signature

John Goede

Please Print

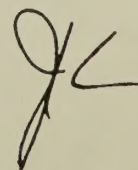
(416) 561-1881

Telephone Number

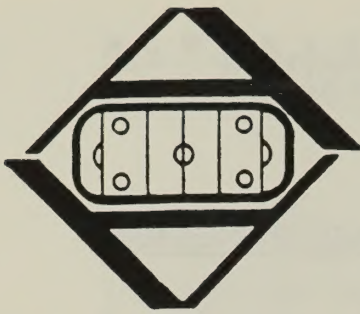
April 8, 1987

Date of Tender

15



32783



ONTARIO ARENAS ASSOCIATION INC.

BOX 177, NIAGARA FALLS, ONTARIO L2E 6T3

April 8, 1987

President

B. MILNER, Kitchener
Office: 519-653-2511
Home: 519-822-9381

1st. Vice-President

F. HORVATH, Aurora
Office: 416-727-3123

2nd. Vice-President

M. HODGKIN, Aylmer
Office: 519-773-2412
Home: 519-773-9696

Past President

H. REID, Woodbridge
Office: 416-832-8560
Home: 416-851-0563

Directors

GARY WATTS, St. Thomas
Office: 519-631-1680 Ext. 142
Home: 519-631-9674

DON HARRISON, Bradford
Office: 416-775-2162
Home: 416-775-5445

C. EARLE MOORE, Manotick
Office: 613-692-4772
Home: 613-258-3271

JAMIE KYDD, Cochrane
Office: 705-272-5084
Home: 705-272-6760

WM. VASS, Thunder Bay
Office: 807-625-2929
Home: 807-623-8533

Associate Director

R. McQUIGGIN, Burford
Office: 519-449-2722

Secretary-Manager

CLARE C. DAHMER
Home: 416-358-7070
4458 Pinedale Dr.
Niagara Falls, Ont.
L2E 6M5

Mr. John Crane
COPPS Colliseum
101 York Blvd.
Hamilton, Ontario
L8R 3L4

Dear John;

Further to our discussion the other day, I wish to formally ask you to assist the Ontario Arenas Association Inc. by accepting an appointment as one of our Provincial Certification Representatives.

As one of our representatives you would be required to attend approximately 6 meetings a year of the P.R.F.O. Certification Committee. You would also be responsible for reviewing various applications to ensure qualifications are met and interview the applicant to ensure the criteria will be met.

You will work with a team that is established, as well as reviewing and recommending changes to the Executive through the Past President who is responsible for the overall Educational Program of the Association.

Your input would also be sought for our Annual Training Program at the University of Guelph to ensure that the programs offered are relative to the needs of the members in the field who are applying for or updating their certification.

Expenses are covered by the Ontario Arenas Association Inc. We only ask of your time. Please consider this important and rewarding task.

I look forward to your employer granting you the permission to assist your peers!

A favorable reply would be appreciated prior to April 30/87.

Sincerely,

Barry Milner
President

BM:lc

**STATUS REPORT ON CONFIRMED EVENTS AT
COPPS COLISEUM - MAY TO AUGUST 1987**

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
FROM : Joe Tsao, Sales Executive, Copps Coliseum
DATE : April 16, 1987
RE : Status Report on Confirmed Events at
Copps Coliseum - May to August, 1987

May, 1987

2 Confirmed Events:

1. "The Beach Boys" Concert - May 8th, 1987
2. "Chris De Burgh" Concert - May 20th, 1987

June, 1987

0 Confirmed Events:

(Arena floor construction)

July, 1987

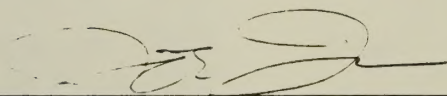
1 Confirmed Event:

1. Jehovah's Witnesses Convention
- July 17th, 18th, 19th, 24th, 25th and 26th

August, 1987

1 Confirmed Event:

1. Canada Cup - Pre-tournament Games August 14th, 22nd and 23rd.
- Tournament Games August 30th and 31st.



JT:mgm

Joe Tsao,
Sales Executive.

cc: Mr. B. Conacher, Managing Director/Chief Executive Officer,
HECFI
Mr. J. Crane, Director, Copps Coliseum

**COPPS COLISEUM AND THE CENTRAL UTILITIES PLANT -
MINISTRY OF ENERGY -
MUNICIPAL OIL CONVERSION AND ENERGY CONSERVATION PROGRAM**

M E M O R A N D U M

FOR ACTION:

☐

FOR INFORMATION:

☒ X

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. K. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 April 13

SUBJECT: Copps Coliseum and The Central Utilities Plant - Ministry
of Energy - Municipal Oil Conversion and Energy Conservation
Program.

RECOMMENDATION:

For information purposes only.

BACKGROUND:

In January 1987, applications were made to the Ministry of Energy, Municipal Oil Conversion and Energy Conservation Program for grants relating to improvement projects currently underway and/or completed at Copps Coliseum and the Central Utilities Plant.

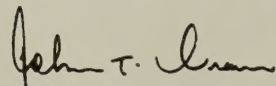
The Ministry's program allows grant funding towards projects which demonstrate energy conservation and/or require fuel conversion or technical assistance. Please reference Schedule "A" for a listing of the projects submitted to the Ministry for their consideration.

In late March, I received confirmation from the Ministry that the projects submitted have been recommended for grant payment. The corresponding grant amounts are also reflected on Schedule "A".

SCHEDULE "A" PROJECT SUMMARY

<u>Project Type</u>	<u>Description</u>	<u>Project Cost</u>	<u>M.O.E. Grant</u>
Technical Assistance	Modifications to Arena Lighting - H.H. Angus	\$ 4,500.00	\$2,250.00
	Central Utilities Plant - Energy Study - Fenar	\$ 8,000.00	\$4,000.00
Energy Conservation	Stand alone air conditioning, Coliseum Box Office	\$ 4,480.00	\$ 675.00
	Modifications to Arena Lighting - Guild Electric	\$59,000.00	\$8,850.00

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

REPORT BY THE DIRECTOR OF COPPS COLISEUM



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

1987 April 16

REPORT BY THE DIRECTOR OF COPPS COLISEUM

The month of March closed out having been the busiest since the official opening of Copps Coliseum.

5.1 Events

Team Canada vs Moscow Selects played at the Copps Coliseum to an audience of 2,000 people on March 28, 1987. I would like to think we have not reached the saturation point with International Hockey but rather it is because Canada's Olympic Team does not have any "name" players to which our fans can identify with. Also, it may be because Moscow Selects is a club which has been coming here for a number of years and does not excite the fans any more. Moscow Selects won the game 6 - 4.

Wrestlemania III performed to a packed house on March 29, 1987. The match was shown on a large screen via closed circuit from the Silverdome in Pontiac Michigan, where there were 93,000 people, a record audience to a wrestling event. The whole show was very exciting and when the final bell rang Hulk Hogan kept his World Wrestling Championship by defeating Andre The Giant of France. Wrestlemania IV is already in the planning stages for next year.

On April 4, 1987 Waylon Jennings and George Jones performed to a sell-out crowd at the Coliseum. If you are a country and western fan you would have seen a good show which was opened with Canada's own Carol Baker. Waylon Jennings has made 40 albums and sold fifteen million records during his twenty years as a recording artist.

In 1985 George Jones won the Academy of Country Music Award for "Video Of The Year" with his "Who's Gonna Fill Their Shoes" and one year later that same video won the Country Music Association "Video Of The Year" Award.

The Marvin Hagler - Sugar Ray Leonard closed circuit fight was telecast at Copps Coliseum April 6, 1987 was one of the greatest prize fights of all time. The match went the full twelve rounds with Leonard winning on a split decision.

Continued /2 ...

The Hamilton Steelhawks went down to defeat by the Windsor Spitfires in their four game quarter final series, four games to none. It was very disappointing for the Steelhawks who had a very successful regular season finishing in third place, overall. However, with the majority of their players returning next year I am confident that they will advance further into the playoffs.

On April 10th and 12th Team Canada played the N.H.L. All Stars. What this really meant was that players who played on teams who were eliminated from the playoffs were invited to come to Copps Coliseum and try out for the team which will represent Canada in the World Championships which will be played in Vienna later this month.

The audience was all but non existent and I really don't blame them particularly when the ticket price was set at \$12.00 to view a glorified training camp.

The City of Hamilton Minor Hockey Tournament took place at the Coliseum on April 11, 1987. The tournament went all day with teams of all age groups taking part. From what I could gather, the day was enjoyed by everyone concerned.

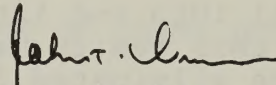
5.2 Technical and Engineering

A schedule has been prepared by Pigott Construction for the removal of the rink slab and piping. Pigott will begin saw cutting the slab commencing May 11, 1987. They will then remove the slab sections commencing May 21, 1987. Further to the removal of slab it is expected that the replacement of pipe will be installed and the completion of the project to be ready on time for the Jehovah Witness Assembly which is to take place on July 16, 1987.

the completion of the modifications to the Coliseum lighting system is complete with the exception of the controller which is expected to arrive within the next two weeks. Once the controller is installed we will have different lighting levels depending on the event, ie. televised, non-televised such as Junior Hockey, and general lighting levels for cleaning. This will improve our operation by the removal of "glare" from the ice surface with more lighting installed over the ice surface. We also expect energy savings by having the capability of adjusting lighting levels.

the modifications for the sound system is expected to be completed within the next two weeks. At the present time it is substantially completed and already there is noticeable improvement to the system, however, we still have the base portion of the system to complete.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

5.1.1 Copps Coliseum Committee Minutes of
March 25, 1987

COPPS COLISEUM COMMITTEE

Wednesday, March 25, 1987

11:00 A.M.

Copps Coliseum Board Room

PRESENT: Alderman T. Murray, Chairman
Alderman J. Gallagher
Mr. W. McFarland
Mr. T. Casey
Alderman B. Hinkley, Chairman, HECFI

ALSO

PRESENT: Mr. J. Crane
Mr. J. Leuser
Ms. L. Stewart, Secretary

REGRETS: Mr. D. Braley
Mr. D. Beattie
Mr. B. Conacher

The Chairman called the meeting to order at 11:25 p.m.

In Camera Session

MOVED by Alderman Gallagher, seconded by Mr. Casey that

THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE
BE CONVENED AT 11:00 A.M.

MOTION CARRIED.

The following motions were carried during the first
In Camera Session:

THAT THE CONCESSION PRICES AT COPPS COLISEUM BE
INCREASED IN ACCORDANCE WITH THE REPORT ENTITLED
CONCESSION PRICES, AS SUBMITTED BY THE DIRECTOR OF
THE HAMILTON CONVENTION CENTRE.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM
COMMITTEE BE ADJOURNED AT 11:20 P.M.

MOVED by Alderman Gallagher, seconded by Alderman
Hinkley that

THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE
BE RE-CONVENED AT 1:15 P.M.

MOTION CARRIED.

The following motions were carried during the second
In Camera Session:

THAT THE IN CAMERA MINUTES OF FEBRUARY 25, 1987, BE
APPROVED.

THAT THE POSSIBLE "CHRIS DE BURGH" CONCERT ON TENTATIVE HOLD FOR MAY 18 OR 19 OR 20, 1987, BE CANCELLED IN ORDER THAT THE DATE FOR THE ARENA FLOOR CONSTRUCTION MAY BE MOVED UP.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS COLISEUM - APRIL TO JULY 1987, BE RECEIVED FOR INFORMATION.

THAT THE COPPS COLISEUM EVENT REVENUE REPORT - FEBRUARY 1987, BE RECEIVED FOR INFORMATION.

THAT THE REPORT ENTITLED POSSIBLE CO-PROMOTION - WILLIE NELSON CONCERT ON AUGUST 8, 1987, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE APPROVED.

THAT THE REPORT ENTITLED ONE MILLIONTH PATRON, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

THAT THE REPORT ENTITLED COPPS COLISEUM - REPLACEMENT OF ARENA RINK SLAB PIPING, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

THAT THE LETTER ADDRESSED TO THE CHAIRMAN AND MEMBERS OF THE COPPS COLISEUM COMMITTEE CONCERNING STAFF DURING THE RINK SHUTDOWN PERIOD, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE ADJOURNED AT 2:05 P.M.

1. Minutes of February 25, 1987

1.2 Motion For Approval

MOVED by Alderman Hinkley, seconded by Alderman Gallagher that

THE MINUTES OF FEBRUARY 25, 1987, BE APPROVED.

MOTION CARRIED.

2. Business Arising From The Minutes

2.1 Use of Copps Coliseum By Minor Hockey Association

The Director advised that he wanted to show the committee the schedule of the teams and times. He further advised that he is looking forward to this event on an annual basis. Alderman Hinkley inquired if the concessions will be open for the Minor Hockey

Association Championships. The Director advised that some of the concessions will be open. Alderman Hinkley asked that the Director monitor the number of people entering the Coliseum to watch the Championships. The Director advised that turnstiles will be put into place to monitor the number of spectators. Alderman Gallagher stated that this event is important to the community and a lot of work has been put into the organization of this one day event by the Culture and Recreation Department and Copps Coliseum and everyone involved should be congratulated.

MOVED by Alderman Gallagher, seconded by Mr. Casey that

THE REPORT ENTITLED USE OF COPPS COLISEUM BY MINOR HOCKEY ASSOCIATION, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

2.2 Copps Coliseum and The Central Utilities Plant - Status of Capital Budget and Construction Projects

Alderman Hinkley inquired if all the private boxes are the same inside. The Director advised that the private boxes will be ready at the end of the first week in April. Alderman Hinkley advised that he would like a tour of the private boxes when they are finished. Alderman Hinkley inquired as to who will finish the Club Lounge. The Director advised that he does not believe there is a market for the lounge and therefore does not warrant completing it. He further advised that it could be usable space when the services are put in. The Director further advised that the capacity of the lounge is 200. He added that he intends to take over the room VSI are presently occupied in for a green room and this will be done prior to the Canada Cup series.

MOVED by Alderman Hinkley, seconded by Alderman Gallagher that

THE REPORT ENTITLED COPPS COLISEUM AND THE CENTRAL UTILITIES PLANT - STATUS OF CAPITAL BUDGET AND CONSTRUCTION PROJECTS, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

2.3 Copps Coliseum - Exterior Electronic Signage Programme

The Director advised that the exterior electronic signage should not be confused with the marquis. There will be three (3) signs outside the building. He further advised that there has been a lot of research done on this project. He stated that the concept needs to be approved and then we can proceed to approach the Traffic Department to encroach on the sidewalks.

Alderman Hinkley advised that the plaza level is utilized more in the summer months and suggested that a sign be placed there facing the library. The Director advised that once the signs are tendered the decisions can be made later about the locations. He further advised that 4,000 patrons used the plaza level entrance during the last sell-out event.

MOVED by Mr. Casey, seconded by Alderman Hinkley that

BURTON KRAMER ASSOCIATES LTD. BE AUTHORIZED TO PREPARE SPECIFICATIONS FOR THE SUPPLY AND INSTALLATION OF ONE (1) FREE STANDING, TWO SIDED ELECTRONIC SIGN TO BE LOCATED AT THE CORNER OF BAY STREET AND YORK BOULEVARD AND TWO (2) FREE STANDING, SINGLE SIDED ELECTRONIC SIGNS TO BE LOCATED ON THE NORTH EAST AND SOUTH EAST CORNERS OF THE COLISEUM PROPERTY, AT A COST NOT TO EXCEED FIVE THOUSAND (\$5,000.00) DOLLARS, AND THAT ONCE THIS SPECIFICATION IS DEVELOPED AND SUBSEQUENTLY APPROVED BY THE COPPS COLISEUM COMMITTEE, SAME BE TENDERED, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING THE ABOVE ITEMS.

MOTION CARRIED.

3. Marketing

3.1 Status Report on Confirmed Events at Copps Coliseum - April to July 1987

The Director advised that the Waylon Jennings concert scheduled for Saturday, April 4, 1987 may have an attendance of 10,000. He further advised that the Super Fight is not doing well but may do more closer to the date of the event, April 6, 1987.

MOVED by Alderman Gallagher, seconded by Mr. Casey that

THE STATUS REPORT ON CONFIRMED EVENTS AT COPPS COLISEUM - APRIL TO JULY 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Alderman Hinkley advised that it looks as though March may be our best month yet. The Director advised that we should be looking at getting a percentage of the souvenirs. Alderman Gallagher advised that the Disney On Ice show was a good family show, and we should encourage this show to return to Hamilton and that staff did an excellent job.

3.2 Copps Coliseum Event Revenue Report Summary

MOVED by Alderman Gallagher, seconded by Mr. Casey that

THE COPPS COLISEUM EVENT REVENUE REPORT SUMMARY, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. New Business

4.1 Copps Coliseum - Award of Contract for Security Services

MOVED by Alderman Hinkley, seconded by Mr. Casey that

THE TENDER SUBMITTED BY PINKERTONS OF CANADA LTD. FOR SECURITY SERVICES AT COPPS COLISEUM AT THE TOTAL HOURLY RATE OF \$7.96 FOR THE YEARS 1987 AND 1988 DECEMBER 31, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

4.2 Copps Coliseum - Incident Occurrence Break, Enter and Theft

The Director advised that the incident is still under investigation by the Police Department. He further advised that improvements are being made to secure the building

MOVED by Alderman Hinkley, seconded by Alderman Gallagher that

THE REPORT ENTITLED COPPS COLISEUM - INCIDENT OCCURRENCE BREAK, ENTER AND THEFT, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4.3 Copps Coliseum - Award of Contract for Cleaning Services

Alderman Gallagher mentioned that the seats in the Coliseum are beginning to look very dirty. He inquired if the cleaning company in place at present cleans all the chairs on a regular basis. The Director answered that after every event all the seats are wiped, however, dirt becomes airborne after certain events, ie. Arenacross, Mud Bog and settles days later following the event.

The Chairman advised that he noticed the seats in Section 109, row 13 to be very dirty and appeared to be stained. The Director advised that he would have his staff investigate the complaints about dirty seats and remedy the situation. The Director advised that for the size of the facility and the kind of events held at the Coliseum, the building is quite clean. Alderman Gallagher suggested that the building should be thoroughly cleaned every 6 months. The Director advised that an average clean of the building is \$2,000.00.

The Director advised that with respect to the tenders received for the cleaning contract he believes that Federated know the building, they know what we expect and although they are not the lowest over the next two years their costs are lower by \$1,000.00. He further advised that he is satisfied with this company. They are a Toronto based company but have a Hamilton office and hire local people. Alderman Hinkley mentioned that Modern Building Cleaning Inc. are within 10% and are a Hamilton based operation.

MOVED by Alderman Hinkley, seconded by Mr. Casey that

THE TENDER SUBMITTED BY FEDERATED BUILDING MAINTENANCE CO. LTD., TORONTO, ONTARIO, FOR REGULAR OFFICE AND SCHEDULED EVENT CLEANING SERVICES AT COPPS COLISEUM BE ACCEPTED FOR THE TERM COMMENCING 1987 APRIL 1 AND TERMINATING 1988 DECEMBER 31, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

Alderman Gallagher was opposed to this motion.

4.4 Unaudited Operating Results For the Two Month
Period Ended February 28, 1987 For Copps Coliseum

MOVED by Alderman Gallagher, seconded by Mr. Casey
that

THE UNAUDITED OPERATING RESULTS FOR THE TWO MONTH
PERIOD ENDED FEBRUARY 28, 1987, BE RECEIVED FOR
INFORMATION.

MOTION CARRIED.

4.5 Unaudited Operating Results For the Two Month
Period Ended February 28, 1987 for The Central
Utilities Plant

The Director of Finance and Administration advised
that the Supervisor of the C.U.P. has been away and
he did not have the breakdown ready, therefore the
report will be presented at the next meeting.

5. Report By The Director of Copps Coliseum

MOVED by Alderman Gallagher, seconded by Mr. Casey
that

THE REPORT BY THE DIRECTOR OF COPPS COLISEUM, BE
RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Other Business

6.1 DARTS

Alderman Hinkley advised that he has received a call
from DARTS that the front of Copps Coliseum is not
a drop off or pick up area for wheelchair patrons.
The Director advised that this problem is being
addressed. It is in fact a problem for Copps
Coliseum and for the Police Department. Alderman
Hinkley asked that a report be obtained on this
matter and should be presented to this committee.

6.2 Client Evaluation Forms

Alderman Hinkley advised that at every Convention
Centre Committee meeting the committee members are
given copies of the Client Evaluation Forms that have
been filled out and submitted by clients of the
Convention Centre. He believes that this method gives
the committee members more information about the
facility, and asked that this system be implemented

here at Copps Coliseum, and at Hamilton Place. It helps management and the committee members. There should also be Comment Cards available to the public who just walk into the facility and are not clients. These cards are also forwarded to each committee meeting. Alderman Hinkley asked that management look at Client Evaluation Forms that are used in the Hamilton Convention Centre and also the Comment Cards and a draft form is to be presented to this committee. The Director advised that he will draft these forms but added that promoters are very different from the clients at the Hamilton Convention Centre.

6.3 Pins

Mr. Casey mentioned that there are no HECFI, Hamilton Place or Convention Centre pins. He added that this committee should look at this idea as this will promote all three facilities, not just Copps Coliseum. The Secretary was directed to refer this matter to the Marketing Division for their consideration and subsequent recommendation.

7. Date Of Next Meeting

Mr. Casey mentioned that the Building Trade Council holds their meeting every Wednesday morning from 9:00 a.m. to 12:00 noon. He asked if this committee would consider holding the meeting at 11:30 a.m. rather than 11:00 a.m. All agreed to schedule the next Copps Coliseum Committee meeting at 11:30 a.m.

8. Adjournment

MOVED by Alderman Hinkley, seconded by Alderman Gallagher that

THE MEETING ADJOURN AT 2:05 P.M.

MOTION CARRIED.

Taken as read and approved,

Alderman T. Murray, Chairman

Leslee Stewart, Secretary

5.2 Hamilton Convention Centre Committee
Fourth Report

Please Note: Item 1. 'Cleaning Contract' was approved at the April 28th meeting of the Audit & Finance Committee.

The first part of the report discusses the background of the project and the objectives of the study. It also outlines the methodology used in the research and provides a brief overview of the results obtained. The second part of the report presents a detailed analysis of the data collected during the study. This includes a discussion of the various factors that were examined and the relationships between them. The final part of the report concludes the study and provides recommendations for future research.

2.1. Introduction

The purpose of this study was to investigate the effects of the proposed changes on the system. The study was conducted over a period of six months and involved a series of experiments and observations. The results of the study are presented in the following sections. The first section discusses the background of the project and the objectives of the study. The second section outlines the methodology used in the research. The third section presents a detailed analysis of the data collected during the study. The final section concludes the study and provides recommendations for future research.

2.2. Background and Objectives

The project was initiated in response to a number of concerns raised by the stakeholders. The primary objective of the study was to determine the feasibility of the proposed changes and to identify any potential risks. The study also aimed to provide a basis for decision-making by the project management team. The results of the study are presented in the following sections.

2.3. Methodology

The methodology used in this study was a combination of qualitative and quantitative methods. The qualitative methods included interviews with the stakeholders and a review of the relevant literature. The quantitative methods included a series of experiments and observations. The results of the study are presented in the following sections.

2.4. Results and Discussion

The results of the study indicate that the proposed changes are feasible and that the risks are manageable. The study also identified a number of areas for improvement and provided recommendations for future research. The results of the study are presented in the following sections.

2.5. Conclusion

The study has provided a comprehensive analysis of the proposed changes and has identified the key factors that will determine the success of the project. The results of the study are presented in the following sections.

REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF APRIL 24, 1987

The Hamilton Convention Centre Committee presents its **FOURTH REPORT** for 1987, and respectfully recommends:

1. Cleaning Contract for Hamilton Convention Centre

That the Cleaning Contract for the Centre be renewed with White Star Cleaning for a two year period commencing May 1, 1987 and terminating on April 30, 1989, with an option for the Centre to renew for one further year, in accordance with the tender analysis included with the recommendation and supporting material, attached hereto as **Appendix "A"**.

Page 2

INFORMATION ITEMS:

2. Information relating to Confirmed Conventions

Management was instructed to draft a letter to ChairMan Mills, clarifying the position of the Centre with regard to its Show Services Contract; it was also directed that a list of firms be compiled of firms providing goods and services, but that this list not include Show Services companies - a separate list should be made up to be given to any client who did not wish to utilize the firm with whom the Convention Centre has a Show Services Contract.

3. HCC Baseball Team

The Committee agreed with Management's decision to provide financial assistance to the HCC Baseball Team in the amount of \$300, as had been done previously. A special account has been instituted for the purpose, which benefits all three facilities.

4. Director's Report - March 1987

The Director, HCC, presented his report, a copy of which is attached as **Appendix "B"** and this was received for information.

Page 5

5. Correspondence and Comment Card

Attached as **Appendix "C"** and received for information.

Page 16

6. Client Evaluations

These were received for information.

7. Summary of Revenues and Expenditures

The Director, Finance/Administration, presented this report, which was received for information.

8. Date of Next Meeting

The next regular meeting of the Committee was arranged for Friday, May 29, 1987 at 8:00 o'clock a.m.

Respectfully submitted,

**Alderman R. Wheeler, Acting Chairman
Hamilton Convention Centre Committee**

B. Goddard, Secretary



HAMILTON CONVENTION CENTRE

FROM: William J. Penfold, Director DATE: April 17, 1987
Hamilton Convention Centre

FOR ACTION XXX FOR INFORMATION _____
TO: B O A R D (OR) HAMILTON CONVENTION CENTRE COMMITTEE XXX
and AUDIT/FINANCE COMMITTEE XXX

SUBJECT:
Cleaning Contract for Hamilton Convention Centre

RECOMMENDATION:

That the Cleaning Contract for the Centre be renewed with White Star Cleaning for a further two-year period ending April 30, 1989.

BACKGROUND:

Attached is a Tender Analysis indicating that White Star Cleaning is second in the bidding. As the Operations Manager notes in his attached memo, White Star Cleaning has done an excellent job through the part year, and the difference between the first bidder and White Star is a nominal \$1,912 over the length of the Contract.

Considering this nominal cost, it is strongly recommended that we continue with White Star.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg

MAR 3 1987

M E M O R A N D U M

MEMO TO: William Penfold *11/14*
FROM: Stephen Dockman
DATE: March 31st, 1987
SUBJECT: Cleaning Contract

As you are aware the present contract with White Star Cleaning expired on November 30th, 1986. Since then the contract has been extended to April 30th, 1987 pending the results of the recent tender.

An analysis of the tender results are attached for your reference. It should be noted White Star Cleaning are second in the bidding. However, considering that White Star Cleaning have done an excellent job throughout the past year, the differential is nominal. As well the on site supervisor has an excellent working knowledge of the facility and is familiar with the majority of the events.

Based on approximately 11,600 hours for the janitorial staff, excluding the supervisor, where the differential in the hourly rate is .07¢, the cost to the Convention Centre is \$812.00 for the first year. The following year the additional cost is \$1,260.00 including, the differential for the supervisor. For the optional year there would be a savings in the amount of \$160.00.

Considering the nominal cost to retain a contractual organization that we are completely satisfied with, I recommend that we continue with White Star Cleaning for a further two year period ending April 30th, 1989, subject to the approval of the Board of Directors.

Stephen H. Dockman

Stephen H. Dockman
Operations Manager

SHD/lp

CLEANING & MAINTENANCE OF HAMILTON ENTERTAINMENT & CONVENTION FACILITIES INC.

PART B-HAMILTON CONVENTION CENTRE

MODERN BUILDING CLEANING INC. HAMILTON	FEDERATED BUILDING MAINTENANCE CO. LTD. TORONTO	WHITE STAR CLEANING SERVICES LTD. HAMILTON
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HOURLY RATE FOR JANITOR-1987

\$6.63	\$6.75	\$6.70
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-1988

6.70	6.90	6.80
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FOR OPTIONAL TWELVE (12) MONTHS

6.90	7.22	6.90
------	------	------

HOURLY RATE FOR JANITORIAL SUPERVISOR

-1987

\$7.50	\$7.55	\$7.50
--------	--------	--------

-1988

7.55	7.81	7.60
------	------	------

FOR OPTIONAL TWELVE (12) MONTHS

7.70	8.00	7.70
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Number of permanent and part time employees presently employed at the local business address

140

35

60

Will more employees have to be hired if you are the successful contractor?

YES

YES

YES

How many?

2-3

As required

4-7

Number of people, and the total number of hours per week that will be required to complete the work as detailed on the schedule of maximum daily hours for regular cleaning

125 hours, 3 staff

230 hours, 6 staff

135 hours, 6 staff

Number of years experience of local manager and supervisor

24

Manager 10 years
Supervisor 5 "

8

Bid Bond Amount

\$15,000

- \$15,000

\$15,000

Agreement to Bond

YES

YES

YES

UNABLE TO BID - Hurley Brothers Ltd.,

Hamilton Problem Maintenance



HAMILTON CONVENTION CENTRE

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE FROM THE DIRECTOR FOR THE MONTH OF MARCH, 1987

INTRODUCTION:

This has been the Centre's best first quarter ever. At the end of March, revenue was 11% over 1986 and 54% over 1986 for the month. In relation to budget, the Centre is 13% over for the month and 15% over for the quarter.

OPERATIONS:

March is usually "Show Month" for the Centre and last month was no different. The Home Show brought in some 25,000 patrons; the Finlay Greenwood Trade Show 2,000; the Science Fair, 1,500 and the Texaco Canada Exhibits, 300. Some of the other large events were - the Ontario English Catholic Teachers' Association Convention which ran for three days (700 delegates) and the Hamilton Philharmonic Auction (500). Two of our large banquets were the Girl Guides and the Dofasco 75th Anniversary.

Disclosure of Client Information: Attached is an article from the latest "Meetings and Conventions" magazine, entitled "GRIPES". The Committee will note Page 2, which indicates that one of the gripes is that clients do not like to be pestered by sales people.

The new Security Firm of Pinkertons is now on the job at the Convention Centre and working out very well. The Head of Security's name is Bob Ledger.

Comment Cards: Also attached is a sample of a reduced Comment Card which we will place from time to time at the escalators and on tables during banquets and receptions.

Prices: As per the Marketing Plan, menu and room rental prices have been raised. These prices are in line after due consideration of the competition.

William J. Penford
Director
Hamilton Convention Centre

WJP:bg

April 16, 1987

Boyd

GRIPES

PART II

While meeting planners and hoteliers often get along just fine, the nature of their relationship can lead to a certain amount of friction and resentment.

In January's "Gripes: Part I," hoteliers sounded off on the sins of some planners. Now—and again under the cloak of anonymity—planners get their turn to air some candid and constructive criticism of what they feel are the errors and omissions of their hotel suppliers.

A little consideration, please

► This is a big pet peeve and it seems to be happening more and more because of the number of hotels in the midst of ren-

Last month, suppliers had their turn. Now meeting planners get a chance to beef about the way that some hoteliers conduct business.

BY JULIE MOLINE

ovations or refurbishments. The staff acts as if it isn't happening.

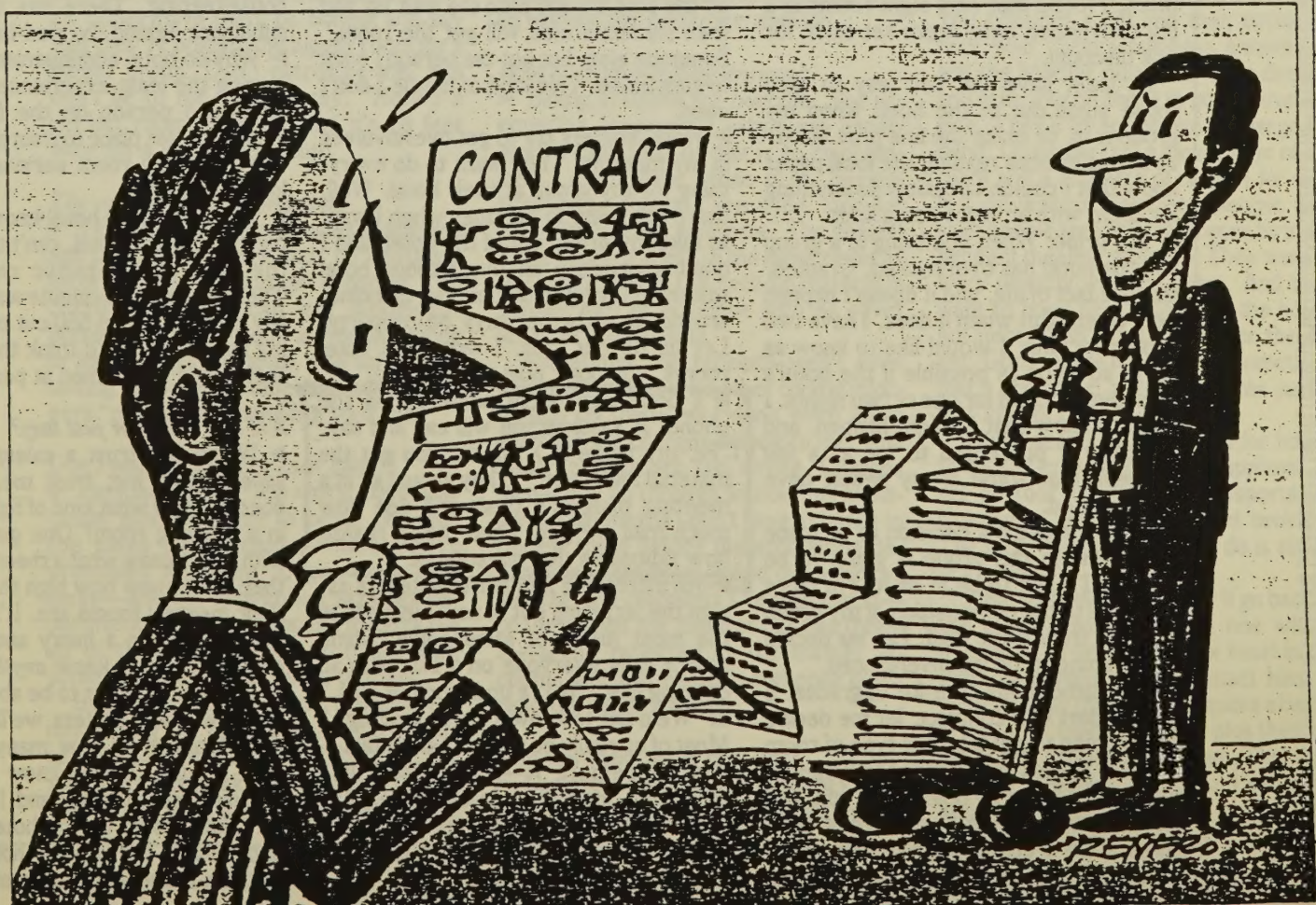
Even if it's something as simple as moving the front desk, the staff should be up-front with the planner about it, and offer a discount. Anytime something gets closed down—even for a short time, and even if it's a coffee shop or the

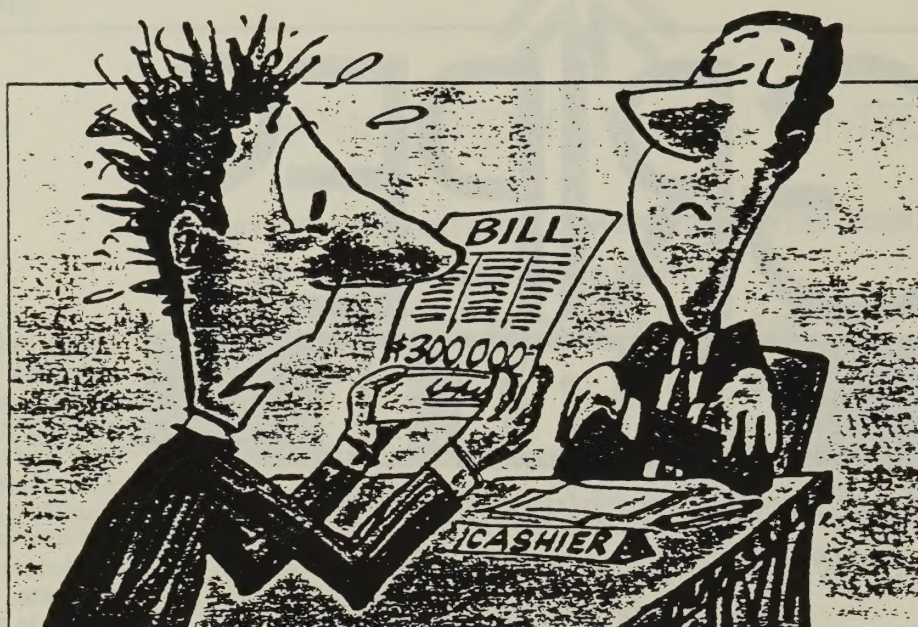
think that I negotiate a fair discount for them.

What bothers me is that, when they check in they often see a sign advertising a special weekend rate that's a lot less than the group rate I've gotten for them. Or they'll see a newspaper ad for a great weekend rate, with perks thrown in

health club—it creates some kind of inconvenience to the meeting planner or the meeting-goer. And offering a discount to make up for the dust, noise, angst or whatever would be very nice.

► I'm an association planner, and my people have to pay their own way. I have a group of 500 to 600, and I would like to





"Billing systems are horrible," one meeting planner says. Hotels "send me paperwork I can't read. And often the bills are just wrong."

too—maybe free splits of champagne. Sometimes the difference between these advertised rates and mine is \$25 a night, and they, rightly so, get angry. They think I'm either incompetent (I can't get good prices for them) or I'm doing something shady (pocketing the difference).

What really burns me is that when I investigated these cut-rate weekend rates, I found that only eight rooms in a big convention hotel were set aside for this discount.

At least have the courtesy to take those signs out of the hotel when my group is in, or make the fine print bolder so my attendees reading the local paper know that I couldn't possibly do anything for them with an eight-room limit.

► Big gripe: When you bring in a group and the hotel has overbooked. Granted, this is a fact of life, and it doesn't happen very often. But when it does, I have two concerns: One, I would like to know as far in advance as possible if the hotel's been overbooked for one or two nights. I want to know that it might happen, and not have it presented to me as a *fait accompli* that some of my people have been walked.

Two, if there's a decision to be made about *who* in the group is going to be walked, I'd like to be in on it. I'm more sensitive to the composition of my group than the front desk staff. Let *me* decide who's going to be inconvenienced.

The same holds true for upgrades: if they're part of a contract, let me decide who's going to get a better type of room or suite. Hotels sometimes think they're doing you a favor by doing it for you, and they end up making some wrong decisions. If it's a corporate meeting, there are a lot of politics involved, and the size

and location of a room is a sensitive issue. The allocation shouldn't be done on a first-come, first-served basis.

► I get this constantly. I give the hotel my list of attendees' names, and they tell me I can't substitute. Think about it for a minute! The last time this happened, I asked the hotel clerk, "What do you care who's in the room?" and she said, "If you want to change a name, the room goes off the sold list and onto the wait list and then someone else will get the room." Someone else, but not the person I want to substitute. This kind of hassle I don't need.

► Hotel staffers try to get overinvolved in my meeting. They want to do everything for my group at their hotel. Well, there are going to be times when I want to take my group out of the hotel, and I don't appreciate an overzealous hotel salesman trying to talk me out of a dine-around or a theme party off-property. Let us do our jobs. I won't sell hotel rooms, you don't plan my meeting.

► I don't like being pestered on the phone. A salesperson will call and say, "Hi, my name is XYZ, did you get the material I sent you?" They should sit at a meeting planner's desk and see how much mail we get. Then they'd realize how ridiculous that question is.

► An increasing number of hoteliers assign the ferreting out of new business to the most junior of salespeople. Some novice calls everyone on a list, with an opening like, "We're updating our files," or "We'd like to know if you do meetings." Most of us really do need hotel contact—and appreciate it—but I don't like educating individual salespeople. And they're often from the hotels we've done business with. We're expected to update their files? It's ludicrous.

Do your own homework

► I dislike hoteliers who don't do their homework. If your hotel is part of a chain, check with the regional office for my history. Don't call to get it over the phone on *my* time when all that information is on your computer. I work 60 hours a week, travel up a storm, and this pestering is irritating.

You call this service?

► When hotel management cuts corners it cuts service. The front-desk people work crazy hours, and they make a lot of mistakes. Or the hotel won't have a corporate manager in charge of convention services, so that the whole department is a mess. The convention coordinators work long hours, often seven days a week with no weekends off for weeks at a time. No wonder their service falls off.

► It's pretty ironic when a hotel pulls out all the stops for a big welcome with the chef and all the top brass lined up smiling at the front door, shaking hands with everybody, and then there are serious problems at the front desk or with housekeeping. There has to be more substance behind the glad-handing.

► Why do hotel administrators insist on putting the least experienced and most underpaid person on the front desk? That's the last place to train people. Why don't they try room service or housekeeping first?

► Why, when the hotel knows there's a big group in the hotel, can't they beef up the staff at the public restaurants? There's often a 45-minute wait for lunch. My group takes up 550 out of 800 sleeping rooms, so you'd think they'd realize that they'd be jammed at peak hours.

Are they stupid or just lazy?

► Would you trust a salesperson who says, "Trust me, trust me," and then doesn't know what kind of lighting he has in a meeting room? One guy I worked with didn't know what a rheostat was. Or they don't know how high the ceilings in their meeting rooms are. It's infuriating when you're in a hurry and nobody in charge seems to know *anything*.

► It's difficult for us to be able to estimate how many waiters we'll need for a meal function or how many housemen we'll require. I don't know that kind of technical information, and I don't want to. That should be the hotel staff's responsibility. But leaving those decisions to them is becoming more of a problem.

They've got their bottom lines to consider, and the first thing you find is you're paying for people you don't need.

► This is a gripe with catering managers: I'd like to rely on them for some creativity in menu planning, but I don't get it. Or I get a lack of elementary expertise. For example, when I ask for a coffee break low in sugar, high in protein and complex carbohydrates, they come up with granola bars. Are they really that ignorant, or are they just being lazy?

► I don't appreciate it when hotel salespeople are lazy. I know they're busy and under pressure. But I'm busy and under pressure too, and I expect them to do their *job*. They'll hand you a room service menu and say, "These are the hors d'oeuvres we can make for your cocktail party." I can get better results by calling the master chef in person, telling him my budget and letting him be creative. But why should I *have* to?

Little white lies

► I've had this gripe for 15 years: When salespeople dispute your selection of a meeting room. They'll say, "We could fit you in a room *half* this size." Or, "You'll be more comfortable in a smaller room." I'd rather have them be honest and say that they're holding the bigger room for a bigger group. Don't patronize me, and don't lie to me. They'll say, "Here's a perfect room for you!" and it's 18 feet wide for a U-shaped setup!

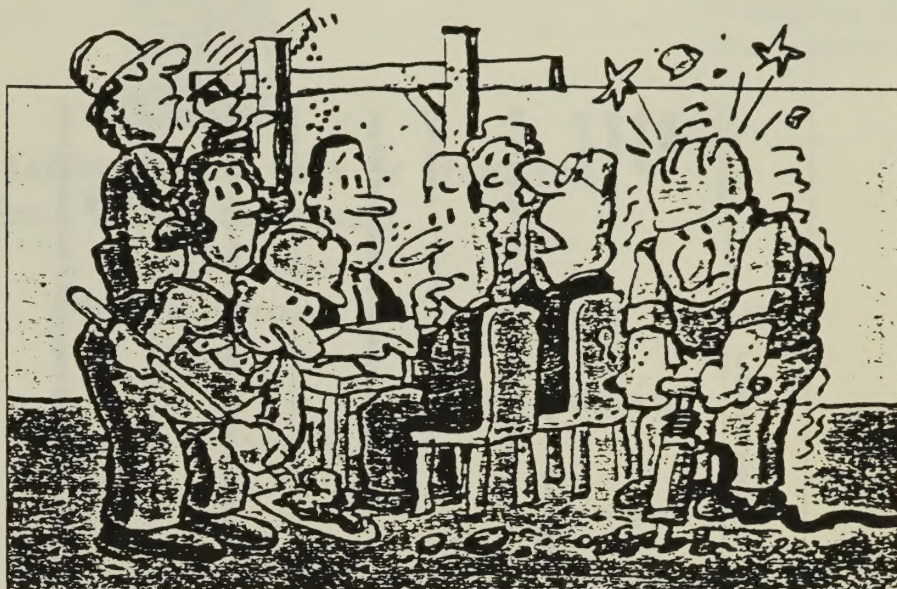
The revolving-door syndrome

► This great mobility of sales managers and directors of sales ends up wasting a lot of my time. Details get dropped. The correspondence can get laborious. Sometimes if you book a meeting three or four years in advance, you can end up talking to five or six different sales managers "personally" handling your file.

Don't you guys talk to each other?

► Very big peeve. The worst communication glitches seem to occur between the sales department—where you're promised anything to get your business—and the convention services department, which is supposed to carry out all of those wonderful promises but, somehow, has never heard of them.

But this communication problem exists among the other hotel departments as well. Like how about notifying the bell staff and front-desk staff of arrival times? We always send arrival manifests to the



One meeting planner suggests "offering a discount to make up for the dust, noise and angst" when a hotel under renovation awaits a group.

convention services coordinators, but they never seem to make it to the front-desk staff. If I have a big arrival and you don't have enough staff put on, there's no excuse except incompetence.

► There seems to be a great deal of confusion about the role of the regional office and that of the individual property. There's either an overlap or there's no contact, no help, at all. How does a regional office expect to interface with clients, when they're handling 200 to 300 corporate accounts and they have four people? How can they expect those reps to service the corporate clients?

Who does your billing anyway?

► Billing systems are horrible. The accounting department sends me paperwork I can't read or that is so disorganized I can't make sense of it. Several accounting formats are used, one for each department billing me. The department charges aren't in the same order as the master folio. The back-up material is thrown into an envelope with no cover letter or explanation.

Sometimes the receipts aren't even dated, and there is no other coding information on them, so I don't even know whether the charges belong to me. And often the bills are just *wrong*. Charges frequently go through without my signature. That means I don't have a chance to review them before the accounting department gets them. I find out after the fact that the discounts I've negotiated—or the comps the director of sales threw in—aren't reflected on the master account, probably because someone didn't read (or send) a memo.

And you want me to sign this?

► Contracts are a mess. Often they don't reflect the special arrangements you've

negotiated with the sales department. Some contracts are clear-cut and short, but most are long, messy and filled with legalese. If you're having a citywide convention and locking up all the city's meeting and exhibit space, then I can understand why contracts have to be so complicated. But I don't need a contract like that for my little hotel meeting.

Show me a little respect

► You're an independent and you're honest and say you're investigating several properties for your client's meeting. You consider a bid and then decide to take your client's business elsewhere, and the hotelier calls your client directly and asks why he chose to go somewhere else. They'll try to get him to change his mind! I consider that a harassment of my client and a total lack of respect for me.

► Convention services people and salespeople are very threatened by independent meeting planners. They want to work directly with the client. And they want to book what's good for the hotel, not necessarily what's good for the client. Good for the hotel means something that's profitable: a tour, a theme party, that kind of thing.

There seems to be a trend for hotels to be self-contained travel suppliers, to act as tour operators, transportation companies and entertainment brokers. The next thing they'll try to do is airline ticketing!

What galls me is that they'll go back to the client—my client, the one whose business I'm bringing to the hotel in the first place—and they'll contact him *directly* and say that they can quote a better price for all these services, plus their hotel rooms, than I've quoted. This goes beyond a breach of ethics; I call it restraint of trade. ■

OBVERSE



HAMILTON CONVENTION CENTRE

COMMENTS

Were you properly greeted when you arrived at the Hamilton Convention Centre?

☐ Yes ☐ No

Comments: _____

Were you able to find your meeting/function easily? ☐ Yes ☐ No

Comments: _____

Did you find the facility to be clean and attractive? ☐ Yes ☐ No

Comments: _____

If you had food or beverages at the Centre, how did you find out:

Service	Poor	Acceptable	Good	Excellent
Presentation	☐	☐	☐	☐
Quality	☐	☐	☐	☐
Staff	☐	☐	☐	☐

Comments: _____

PLEASE TURN OVER

REVERSE

Was your meeting or function room set up appropriately? ☐ Yes ☐ No

Comments: _____

If Audio-visual equipment was used, was it set up properly, and in good working order? ☐ Yes ☐ No

Comments: _____

General Remarks: _____

Name: _____

Date: _____

Address: _____

Hamilton Convention
Centre Staff will be
pleased to forward
comments to trade
show promoters.

Telephone Number: _____

THANK YOU FOR TAKING TIME TO COMPLETE THIS CARD



L. G. SALTMARSH
FIRE CHIEF

FILE NO. _____

THE CORPORATION OF THE CITY OF HAMILTON

HAMILTON FIRE DEPARTMENT

55 KING WILLIAM STREET

HAMILTON, ONTARIO

L8R 1A2

APR 6 1987

April 1, 1987

Mr. W. Penfold
Director
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Bill:

I would like to express my gratitude to you for your co-operation with the Hamilton Fire Department's inaugural investiture of the Fire Services Exemplary Service Medal.

Your presence to greet his Honour, the Lieutenant Governor of Ontario and to oversee minor housekeeping details is most appreciated.

Yours truly,

L. G. SALTMARSH
Chief

LGS/kc



HOLSTEIN ASSOCIATION OF CANADA

ONTARIO BRANCH

JOSEPH G. SNYDER, Sec./Mgr.

P.O. Box 193

Brantford, Ontario N3T 5M8
Phone (519) 752-1812

285 FOUNTAIN STREET SOUTH

CAMBRIDGE, ONTARIO N3H 1J2

PHONE (519) 653-6180

MAR 26 1987

24 March 1987

Ms. Arlene Murphy
Events Co-Ordinator
Hamilton Convention Centre
115 King Street, West
Hamilton, Ontario
L8P 4T9

Dear Arlene:

This letter comes to you approximately one month after the Ontario Branch of Holstein Canada held its Annual Meetings in your facilities. The seminars on 24 February created interest beyond our expectations and we had an overflow crowd at both seminars. The dinner and sale in the evening were well attended and the meal was excellent and was served in a professional manner. The people that worked with the sale informed me that Frank Wilson was very cooperative. The sale committee asked that you give a special thank you to Frank Wilson for the excellent way in which he worked with those involved with the sale. The day of the actual Annual Meeting also went very well with probably the largest attendance that we have ever had at our Branch Annual Meeting. Again, the food was excellent and it was served very quickly and efficiently.

Arlene, in the contact that I had with you personally, you were also very cooperative and you were interested in providing all the equipment and services that had been agreed upon. In working for the public, no doubt, you get more complaints than letters of appreciation and I want both you and Frank Wilson to know that the Ontario Branch of Holstein Canada very much appreciated the excellent cooperation that we received.

Yours sincerely,

Joseph G. Snyder
Ontario Branch Secretary-Manager

JGS:MP

Area Representatives:

WESTERN

PAUL MEYER
BOX 71, BELMONT, ONT. N0L 1B0
(519) 644-0893

WEST-CENTRAL

BILL DOBBIN
BOX 653, CALEDONIA, ONT. N0A 1A0
(416) 765-4862

EAST-CENTRAL

ADRIAN VANDER WIELEN
R.R. #4, OMEMEE, ONT. K0L 2W0
(705) 799-6911

EASTERN

J. LYNN BOYD
BOX 78, S. MOUNTAIN, ONT. K0E 1W0
(605) 222-2551



- 18 -

BOARD

Ontario Separate School Trustees' Association

1210 SHEPPARD AVE. E., SUITE 307, WILLOWDALE, ONTARIO M2K 1E3
PHONE 416/494-9511

APR 16 1987

April 13, 1987.

Ms. Martha Hercus,
HAMILTON CONVENTION CENTRE,
115 King Street West,
HAMILTON, Ontario.
L8P 4T9

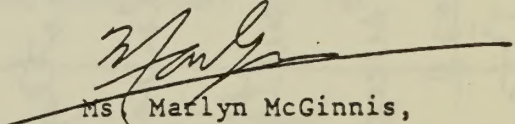
Dear Martha:

As the co-ordinator for our Annual Meeting and Convention held recently in Hamilton, I would like to thank you personally for your valuable assistance during our three-day conference. Your professional manner and thoroughness certainly helped to make my task easier.

The various arrangements and intricate details we requested were handled in a first-rate manner. The many amenities extended by all of the Convention Centre staff were greatly appreciated. Please convey a "special thanks" to Delores and Peter for their very competent and courteous handling of the Banquet requirements, especially during some difficult moments.

Yours sincerely,

MM/pm


Ms. Marlyn McGinnis,
Director,
Administrative Services.

Bill Bonfield

APR 8 1987

Dear Robin,

APR 6 1987

Howard

First to tell you
"Thank you"
And then a line to say
To do nice things
for others
Just seems to be
your way!

A small note to say
Thank you for making our
first "Intercultural Health
Workshop" so successful. Your
organization and helpfulness
was so appreciated. Thank-y!"
Sincerely Kristine Simic



COMMENTS

Were you properly greeted when you arrived at the Hamil

HAMILTON CC
115 King Street West

Comments: _____

Were you able to find your meeting/function easily? [

Comments: _____

Did you find the facility to be clean and attractive? [

Comments: _____

If you had food or beverages at the Centre, how did you

Poor Acceptab

Service

☐☐

Presentation

☐☐

Quality

☐☐

Staff

☐☐

Comments: _____

in meeting rooms - clean water glasses used in a.m.
 - don't assume people will sit in same
 place - PLEASE TURN OVER
 any case a fresh glass would have been

P.T.O.

monitor listing 'Transcultural Health Workshop'

ORGANIZATION McMaster Continuing Medical Education
Health Sciences CentreBilling address Room 1M6, 1200 Main St. West
Hamilton, Ontario. L8N 3Z5

Representative Ms Kristine Simic

Phone bus 525-9140 Ext. 2219

Convenor

March 27, 1987

Phone bus

Was your meeting or function room set up appropriately?

☐ Yes☐ No

Comments: _____

If Audio-visual equipment was used, was it set up properly, and in good working order?

☐ Yes☐ No

Comments: _____

General Remarks: _____

- negative features continued
 Lunch plate was not removed - we
 had to stack plates to make room
 for dessert.

- had to ask for coffee & no refill was
 offered.

Name: VIRGINIA BIGGAR

Address: DUNSMuir COUNCIL on OCC. HEALTH

450 UNIVERSITY AVE

TORONTO.

Telephone Number:

965-2448

Hamilton Convention Centre Staff will be
 pleased to forward comments to trade
 show promoters.

no hold a function
 here.



COMMENTS

HAMILTON
1550 Main St.
HAMILTON, N.Y. 12020



Department of Transportation

Administrative Services Division

Public Affairs Office

Room 100, 1550 Main St., Hamilton, N.Y. 12020

Telephone: (518) 262-1234

Teletype: (518) 262-1234

1550 Main St., Hamilton, N.Y. 12020

Comments: (518) 262-1234

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What you expect to see when you visit this site

Comments:

What you see in the comments section

Comments:

Do you see the same in the comments section

Comments:

Do you see the same in the comments section

Comments:

Do you see the same in the comments section

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Comments:

Do you see the same in the comments section

5.2.1 Hamilton Convention Centre Committee
Minutes of March 20, 1987

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, March 20, 1987

8:00 o'clock a.m.

Room 206, HCC

PRESENT: Alderman Reg Wheeler, Acting Chairman
Mr. David O. Braley
Mr. Duncan M. Beattie
Mr. Norman Levitt

ALSO PRESENT: Alderman Brian Hinkley
Chairman of the Board, HECFI
Mr. Brian K. Conacher
Managing Director/CEO, HECFI
Mr. William J. Penfold, Director,
Hamilton Convention Centre
Mr. John A. Leuser, Director,
Finance/Administration, HECFI
Mrs. B. Goddard, Secretary

ABSENT: Mr. Terry E. Yates - out of town
Mr. Fred Bogden, Director
Marketing/Sales Division, HECFI - sickness

Chairman's
Remarks

1. Chairman's Remarks

The Chairman called the meeting to order at 8:05 o'clock a.m. and as Alderman Hinkley was not yet present, it was MOVED by Mr. Braley, seconded by Mr. Beattie -

Motion to
Move In
Camera

THAT THE MEETING MOVE INTO CAMERA FOR THE IN CAMERA PORTION OF THE AGENDA.

MOTION CARRIED

Motions
carried at
In Camera
Session

During the In Camera portion of the meeting the following recommendations were moved, seconded and carried:

(a) Security Contract - Hamilton Convention Centre

Security
Contract

THAT PINKERTONS OF CANADA LTD., HAMILTON, BE SELECTED FOR SECURITY SERVICES AT THE HAMILTON CONVENTION CENTRE TO COMMENCE APRIL 1, 1987 AND TERMINATE ON MARCH 31, 1989.

Secret
(for Bo

Donated Wine

(b) Added Item - Donated Wine

THAT THE BUSINESS MANAGER OF THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS - LOCAL UNION 105, CANADA BE INFORMED THAT TWO BOTTLES OF WINE PER TABLE OF TEN (ONE WHITE AND ONE RED) WOULD BE ALLOWED AND THAT THE REST WOULD BE SUBJECT TO THE USUAL TERMS, BUT THAT IT SHOULD BE MADE CLEAR THAT, AS THE MATTER OF DONATED WINE WAS BEING REVIEWED, THIS SHOULD NOT BE CONSTRUED AS A PRECEDENT.

Secreta
(for BoarMinutes of
Previous
Meeting2. Minutes of Regular meeting held February 27, 1987

It was MOVED by Mr. Braley, seconded by Mr. Beattie -

THAT THE MINUTES OF THE REGULAR MEETING HELD FEBRUARY 27, 1987 BE APPROVED AS CIRCULATED TO THE MEMBERS.

MOTION CARRIED.

Director's
Report -
February '873. Director's Report - February 1987

The Director reported that February had been another successful month, in that the Centre was 15% over budget in revenues which totalled \$182,000. Although the first two months of the year were 6% down from 1986, the month of March should bring the figures over budget for the first quarter, and the Centre should be even with or exceed the first quarter of 1986.

Banquets during the month included the B'nai B'rith Dinner (1075 people), Status of Women (750), Women's Canadian Club (550), Gerontological Nursing (200) and Proctor and Gamble (800).

The Boat Show was the first of its kind for the Centre and attracted 6,500 - it will be here again next year using more space.

Special events included the Steeler Mile (300), Government of Ontario Marketplace (500), Mardi Gras (1,000), the Holstein Association Cattle Auction (600) and the Ontario Karate Championships (2,000).

The Stewarding Department is now being strengthened by the arrival of the new Assistant Chief Steward, Mr. Robert (Rob) Racey, who is replacing the Chief Steward for the time being.

It was MOVED by Mr. Beattie, seconded by Mr. Levitt -
THAT THE DIRECTOR'S REPORT BE RECEIVED FOR INFORMATION.
MOTION CARRIED.

Corres-
pondence

4. Correspondence

This item was received for information with instructions to keep the correspondence available.

Client
Evaluations

5. Client Evaluations and Comment Card

Mr. Beattie remarked that he had never seen so many criticisms, but was assured by the Director that each and every one of the Client Evaluations we receive is presented to the Committee for information. Mr. Braley said it was the best way to get customer input and that was the best help the Centre had in being able to preserve its reputation as an excellent facility.

Mr. Levitt wished to know if the chairs had been checked and was informed yes - the problem ladies had with snagged pantyhose and skirts was caused by the ganging bars on the chairs which developed burrs, but that these are dealt with on a regular basis.

Head Table
Lighting

The head table lighting came under discussion, and the Director informed the meeting that this costs \$125 extra, but that some clients feel this is too much to spend, and they afterwards find it would have been better if they had. Even though they get the room free (for events involving a full meal) they still balk at the extra \$125. There is also a fee of \$15 for a microphone. A suggestion that an extra dollar a meal would probably cover the \$125 for the head table lighting met with the response that this could send the client somewhere else - that is all part of the sales technique used to get banquets. The Director said he would still like to pursue the matter of permanent lighting for the head tables. The Show Services company does this at the present time and we get 15% from them.

Query as to
added cost
per meal for
"extras"

The Managing Director pointed out that items such as head table lighting, microphones, etc. were really added costs which can be used as a tool when we have to compete - one client may not need a head table, or a microphone, but he could be helping someone else who did; the room is free because of the meal, but other costs should be charged even if only on a minimal basis. A blanket cost for the extras would make it hard to compete effectively for business. At

Comparison
to Copps
Coliseum

the Coliseum, people pay for extras such as spotlights and it is much easier to recover the cost of an actual item than to haggle over the price of the meal. Alderman Wheeler made the point that providing what people like is the important thing - then you persuade them that certain other items will make their event so much better.

Mr. Braley agreed that sales is a game where you try to fill the needs of people - in such a way that the client feels he wins - and flexibility is the key, enough so that the Centre still gains the maximum revenue possible.

The Director reiterated that he still intended to pursue the matter of permanent lighting at each end of the room, although it will be very expensive.

The discussion concluded with the Client Evaluations being received for information.

Financial
Report -
Verbal with
copy distri-
buted

6. Director, Finance/Administration

Mr. Leuser distributed his report for the month of February, pointing out that all three facilities have so far this year been operating on surplus. In the Analysis of Food and Beverage Operations (on the penultimate page) he explained that the cost of Sales for the year to date was above budget because the new prices had not yet gone into effect, but they will be on the 1st April. Part-time labour costs were over budget so far for the year, but as the new Acting Chief Steward is now in the Centre, things should improve.

Part-time
labour costs
to improve

Mr. Braley wished to know if there were any figures for inventory that would affect margins and the Director, HCC informed the meeting that there weren't any. One of the problems is that food prices are going up. Mr. Levitt enquired whether domestic products make a difference in the summer, and the Director said that they did, but only for a short time.

Query re:
seasonal
food costs

It was agreed that the Financial Report for the month of February should be approved and that the Board be so notified.

Upcoming
Events and
information
thereon

7. Information on Upcoming Events at the Centre

Alderman Hinkley informed the meeting he had been contacted by ChairMan Mills, who wanted to have a list of upcoming events taking place at the Centre. The Alderman recalled discussing this particular subject at meetings last year and thought the matter had been settled.

Show Services
Contract -
expiry this
year

During the discussion which followed, arguments were put forward both in favour and against providing information on all Centre events to the Visitor and Convention Bureau at the Region. Although information has been given to the Director of the Visitor and Convention Bureau (Mr. Gabe Macaluso) on confirmed conventions, he does not have information relating to other functions, such as banquets, weddings and meetings. The Director, HCC, pointed out that ChairMan Mills was attempting to get the Show Services contract at the Centre - it would expire later in the year and go out to tender. Contrary to what Stronco has provided to the Centre - 15% - we get no such consideration from ChairMan Mills. He also reiterated that if the Centre gave out the names of its clients, it could lose business, as they don't wish to be inundated with all kinds of literature - actually he thought Mr. Macaluso probably had the information he needed, as the hotels are involved with conventions.

Possible
invasion of
privacy of
clients

Mr. Braley said he thought the people holding a convention should be the ones to release information and asked Alderman Hinkley if he meant every event. The Alderman replied yes, weddings, banquets, everything. Mr. Braley said this could be an invasion of privacy. It was really no-one's business but the client's - if they are asked, that is one thing, but it should not be done as a matter of course.

Alderman Wheeler agreed that the clients themselves should be asked, and this should be done at the Sales stage; if the client says he does not want to be contacted - he would prefer to have privacy - he should have it.

Alderman Hinkley said he seemed to be getting two different versions of what goes on - one person will tell him there are no objections to information being given out, and another says the clients prefer not to be harrassed. He felt that Mr. Macaluso was frustrated in trying to do his job, and that the solution would be to invite him to attend a meeting so that both he and the Centre could better understand each other's point of view and come to some agreement on the subject.

Parameters
of Mr. Maca-
luso's res-
ponsibilities

The Director, HCC pointed out that other people make money from giving out names, and the Centre is not making any money from such a practice. The Managing Director agreed that meetings, banquets and weddings were not within the parameters of Mr. Macaluso's responsibilities, and thought that a meeting with him would be a positive step to getting the whole matter finally settled.

Invitation
for Mr. M. to
attend next
meeting

Other
business

8. Other Business

Technology
Showcase -
plaque

8.1 Technology Showcase - Plaque

The Director, HCC, showed the Committee a plaque which had been made by a student to demonstrate appreciation of the assistance given by the Convention Centre which contributed to the success of the Board of Education's Technology Showcase which was held in January. A letter will be sent to the student to express thanks on the Centre's behalf.

Comment cards

8.2 Comment Cards

The Director confirmed for Alderman Hinkley that smaller cards were being prepared in readiness for the new directive that they be placed on tables from time to time and also near the escalators.

Date of
next meeting

9. Date of next meeting

The date of the next meeting was set for April 24, 1987 at 8:00 o'clock a.m. This was a convenient time for the members who were present.

Adjournment

10. Adjournment

It was MOVED by Mr. Braley, seconded by Mr. Beattie -

THAT THE MEETING ADJOURN AT 9:45 o'clock a.m.

MOTION CARRIED.

Taken as read and approved,

Alderman Reg Wheeler, Acting Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

5.3 Hamilton Place Committee Third Report

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY

REPORT OF THE
COMMISSIONER OF THE GENERAL LAND OFFICE

IN RESPONSE TO A RESOLUTION OF THE BOARD OF LAND COMMISSIONERS
PASSED AT A MEETING OF THE BOARD HELD AT THE CITY OF CHICAGO
ON THE 10TH DAY OF JANUARY 1900

CHICAGO, ILL., JANUARY 10, 1900

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE

IN RESPONSE TO A RESOLUTION OF THE BOARD OF LAND COMMISSIONERS
PASSED AT A MEETING OF THE BOARD HELD AT THE CITY OF CHICAGO
ON THE 10TH DAY OF JANUARY 1900

CHICAGO, ILL., JANUARY 10, 1900

CHICAGO, ILL., JANUARY 10, 1900

CHICAGO, ILL., JANUARY 10, 1900



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

REPORT OF THE HAMILTON PLACE COMMITTEE
TO THE BOARD OF DIRECTORS OF THE
HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

The Hamilton Place Committee presents its **THIRD REPORT** from its meeting held Thursday, April 23, 1987 and presents the following for information:

1. Report - Director of Hamilton Place

The Director presented a verbal report updating the Committee with respect to confirmed bookings as well as the 1987 summer programming. Draft Hamilton Place Evaluation forms were circulated for review; further discussion to take place at the next Committee meeting.

2. Report - Director of Marketing

In response to a request that marketing initiatives be identified, it was agreed that in future, marketing and sales efforts will be segregated in Hamilton Place reporting.

3. Report - Director of Finance & Administration

The Director of Finance & Administration presented the Summarized Consolidated Operating Statement as at March 31, 1987.

Respectfully submitted,

Patricia Bennett, Acting Secretary

HAMILTON PLACE

EVALUATION 1

We're striving for excellence and your comments will aid us in reaching that goal. Please complete the following general evaluation form and return it by mail to:

Director
Hamilton Place Theatre(s)
P. O. Box 2080, Station "A"
Hamilton, Ontario L8N 3Y7

Thank you for your time and co-operation in completing and returning this evaluation.

Attraction/Event & Date

Name of Client

Administration/Promotion/Box Office/Technical

Were the representatives helpful and approachable? Please elaborate.

Prior to mutual confirmation of your date(s), did you receive all information necessary to plan for your event? Please elaborate.

- . Complete listing and estimate of related costs
- . Technical information
- . Promotion, advertising assistance/advise

- prompt, courteous professional service?

Why did you select Hamilton Place (check)

- satisfactory previous booking
- recommendation
- advertising
- other (expand)

Would you return to Hamilton Place?

EVALUATION 2

Please assist us by having your representative responsible for all performance related activity on the day of your event complete the following:

Arrival at Hamilton Place

Were prearranged requirements met? Was personnel available, courteous, professional? Please elaborate.

- Technical staff as specified at appointed time
- Administrative assistance available
- Box Office personnel to meet requirements
- Front of House liaison
- "Rider" stipulations looked after

Physical Plant

- Theatre properly equipped for your purpose
- Dressing rooms and other spaces properly prepared
- Was the building temperature comfortable for your purpose
- Did you find the facility attractive and conducive to an effective performance

Technical Staff

Were Department Heads and others courteous, helpful, skilled. Please elaborate.

- Carpentry - take-in, set-up and take-out
- Electrics
- Sound
- Props

Front of House Staff

House Manager, Ushering, Box Office, Catering. Please elaborate.

Settlement

Was all information properly documented - all contractual terms met - was the settlement conducted in an efficient, pleasant and professional manner.

5.3.1 Hamilton Place Committee Minutes of
March 26, 1987

HAMILTON PLACE COMMITTEE MEETING

Thursday, March 26, 1987

8:30 a.m.

Hamilton Place Board Room

PRESENT: Mr. S. M. Cino (Acting Chairman)
Mr. T. Casey
Alderman R. Wheeler,
Alderman B. Hinkley, Chairman, HECFI

ALSO PRESENT: Mr. T. Burrows
Mr. R. Ellison
Mr. J. Leuser
Mrs. J. Faris, Secretary

REGRETS: Mr. D. Hector
Mr. C. Bart

The Chairman called the meeting to order at 8:35 a.m.

1. Motion to Move In Camera

MOVED by Alderman Wheeler, seconded by Alderman Hinkley that

THE HAMILTON PLACE COMMITTEE MEET IN CAMERA ON THE FOLLOWING ITEMS.

MOTION CARRIED

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA MINUTES OF FEBRUARY 26, 1987 BE APPROVED.

THAT THE HAMILTON PLACE REVENUE REPORT BE RECEIVED FOR INFORMATION.

THAT THE STATUS REPORT ON ADVANCED BOOKINGS/CONTRACTS BE RECEIVED FOR INFORMATION.

THAT THE OUTSTANDING BALANCE OF \$13,021.85 DUE HAMILTON PLACE FROM THE THEATRE AQUARIUS' PRODUCTION OF CHORUS LINE BE REDUCED BY \$5,000 WITHOUT REFERENCE TO SPECIFIC ITEMS AND THAT THEATRE AQUARIUS BE INFORMED OF THE COMMITTEE'S DECISION.

THAT THE IN CAMERA SESSION BE ADJOURNED.

2. Minutes of February 26, 1987

2.1 Motion for Approval

MOVED by Alderman Hinkley, seconded by Alderman Wheeler

THAT THE MINUTES OF FEBRUARY 26, 1987 BE APPROVED.

MOTION CARRIED

3. Business Arising from the Minutes

3.2 Hamilton Performing Arts Foundation Inc.

Mr. Burrows reported that Mr. Conacher has met with Ross and McBride and will cause to have available for the next HECFI Board Meeting - a) Minutes of the January 8, 1987 meetings of HPAFI and b) the Amendment to By-Law No. 1 regarding Board membership.

4. Report of the Director of Hamilton Place

4.1 Status of Advance Bookings/Contracts

Mr. Burrows reported that there have only been a few additions to the calendar. He will update it for the Committee at the next meeting. Most of his report was given in the In Camera Session.

4.2 Assistant Director's Report

This report was circulated to the Committee in advance and is attached to these minutes. There was some discussion on the following item:

V Marquee

Mr. Ellison showed those present drawings of two concepts. Views were expressed and there was general approval of the general concept. Mr. Garwood-Jones recommendations will be requested.

MOVED by Alderman Hinkley, seconded by Mr. Casey

THAT THE ASSISTANT DIRECTOR'S REPORT BE RECEIVED FOR INFORMATION.

MOTION CARRIED

Recommendations for the following will go forward to the Audit/Finance Committee for consideration and approval for presentation to the Board:

1. Awarding of Cleaning contract to White Star Cleaning Service Limited
2. Awarding of contract for Draperies, Great Hall stage, to Sapphire Staging of Mississauga. Cost should read \$29,666.69 and not \$25,785 as shown in the Asst. Director report.
3. Proposal call for Marquee - through City Purchasing Department - for new exterior electronic full matrix marquee attached to the southwest corner of Hamilton Place.

All costs for the Updated Lighting System, Studio Theatre Floor Refurbishing and Insulation, Great Hall Stage Floor Reinforcement and Personnel Hoist, Great Hall Draperies and Marquee are covered by the Capital Improvement Surcharge Fund. The Capital Improvement Surcharge Fund contributed (with interest) \$188,000 in 1986 and the current balance available for proposed projects is approximately \$123,000.

5. Report of Director of Marketing

Mr. Bogden not available. No report.

6. Report of Director of Finance & Administration

Mr. Leuser reported that the HECFI budgetary surplus to date is \$149,155 and the Hamilton Place budgetary surplus to date is \$1,194.

MOVED by Mr. Casey, seconded by Alderman Wheeler that

THAT THE FINANCIAL STATEMENTS TO FEBRUARY 28, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED

7. Other Business

7.1 Client Evaluation Forms

Client Evaluation Forms were discussed. Mr. Burrows reported that a form had been drafted to be completed by all clients (Promoters and Licencees of Hamilton Place).

Following discussion, Chairman Hinkley suggested that Client Evaluation Forms and Comment Cards similar to those used by Hamilton Convention Centre be employed for the benefit of staff, management and the Board and that there be discussion with Copps Coliseum concerning their new form.

Mr. Burrows will make a recommendation to the Committee at its next meeting.

8. Date of Next Meeting

The next meeting of the Hamilton Place Committee will be held on Thursday, April 23, at 8:30 a.m. in the Hamilton Place Board Room.

9. Adjournment

MOVED by Mr. Casey, seconded by Alderman Wheeler that

THE MEETING ADJOURN AT 10:55 a.m.

MOTION CARRIED.

Sam M. Cino, Acting Chairman

Jean Faris, Secretary

1. The first part of the report...

2. The second part of the report...

3. The third part of the report...

4. The fourth part of the report...

5. The fifth part of the report...

6. The sixth part of the report...

7. The seventh part of the report...

8. The eighth part of the report...

9. The ninth part of the report...

10. The tenth part of the report...

11. The eleventh part of the report...

12. The twelfth part of the report...

13. The thirteenth part of the report...

14. The fourteenth part of the report...

15. The fifteenth part of the report...

16. The sixteenth part of the report...

17. The seventeenth part of the report...

18. The eighteenth part of the report...

19. The nineteenth part of the report...

20. The twentieth part of the report...

21. The twenty-first part of the report...

22. The twenty-second part of the report...

23. The twenty-third part of the report...

24. The twenty-fourth part of the report...

25. The twenty-fifth part of the report...

26. The twenty-sixth part of the report...

27. The twenty-seventh part of the report...

28. The twenty-eighth part of the report...

5.4 Audit & Finance Committee Fourth Report



REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE AUDIT/FINANCE COMMITTEE
MEETING OF APRIL 28, 1987

The Audit/Finance Committee presents its FOURTH Report and respectfully recommends:

1. Copps Coliseum Committee

1.1 Copps Coliseum - Supply of Portable Wire
Mesh Partitions - All Type Storage Systems

- a) That the quotation submitted by All Type Storage Systems for the supply of portable wire mesh partitions in the total amount of \$14,524.61 be accepted; and
- b) That this purchase be charged to Account No. 0408-U32783; Additional Storage Areas, Rink Level-\$10,000.00 and Account No. 0408-U32779; Barrier, Drapes, Carpet, etc. - \$4,524.61.

Note: For the information of the Members of the Board, Copps Coliseum Committee, at its meeting on April 22, 1987, approved the recommendation and requested the Audit/Finance Committee to recommend the method of financing. This was the only quotation received.

1.2 Central Utilities Plant/City Hall - Bearing Inspections
and Major Overhauls of Trane Centravacs

- a) That Trane Canada Inc. be authorized to proceed with major teardown/overhaul of air conditioning centravacs located at the Central Utilities Plant and City Hall at a total cost of \$40,500.00; and
- b) That this item be charged to Account No. 0408-K72944, Major Overhauls.

Note: For the information of the Members of the Board, Copps Coliseum Committee, at its meeting on April 22, 1987, approved the recommendation and requested the Audit/Finance Committee to recommend the method of financing.

2. Hamilton Convention Centre Committee
Cleaning Contract

That the Cleaning Contract for the Hamilton Convention Centre be renewed with White Star Cleaning for a further two-year period ending April 30, 1989.

Note: For the information of the Members of the Board, the Hamilton Convention Centre Committee, at its meeting on April 24, 1987, approved this recommendation.

3. 1986 Audit Fee

That the total fee of \$14,500 in respect of the 1986 audit of HECFI be approved for payment to Pannell Kerr MacGillivray.

Note: The fee is \$500 less than the \$15,000 amount budgeted and accrued for in the 1986 accounts. The fee of \$14,500 is most favorable when considering that the combined 1985 fee for Hamilton Place and the Hamilton Convention Centre was \$14,700 before inflation, increased business activity and the addition of Copps Coliseum.

The following are items for information only:

1. Director of Finance and Administration's Report

Attached as Schedule "A".

2. HECFI Unaudited Operating Results for the First Quarter Ended March 31, 1987

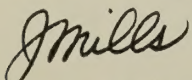
Attached as Schedule "B".

3. CUP Unaudited Operating Results for the First Quarter Ended March 31, 1987

Attached as Schedule "C".

RESPECTFULLY SUBMITTED

W. H. McFARLAND, CHAIRMAN
AUDIT/FINANCE COMMITTEE



Joan M. Mills, Secretary
Audit/Finance Committee



Hamilton
Entertainment
and Convention
Facilities Inc.

SCHEDULE "A" referred to
in Section 1 of the
Information Items, FOURTH
Report of the Audit/Finance
Committee Meeting of
April 28, 1987

Report to the Audit/Finance Committee
from the Director of Finance and Administration

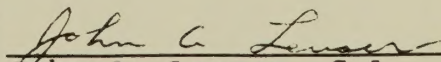
The Box Office's financial results for the month of March were outstanding. A profit of \$49,153 was realized for the month which brought the year-to-date budgetary surplus position for the Box Office up to \$49,449 at March 31, 1987. This very favorable financial result occurred as a result of Copps Coliseum having its best revenue month ever and a close attention to cost controls.

While we are attempting to operate the Box Office on a very sound financial basis, it should be noted that we do stress customer service with all of our part-time box office and telephone staff. This is evident in the few complaints that we do receive in relation to the many thousands of people that we do serve.

I would also draw to your attention that we operate the Box Office and Telephone Order Department with predominately part-time staff. As a result, we experience a continual turnover of staff and are required to continually train new staff. In order to assist us with dealing with some of the complaints that are received, we are arranging for name tags to be made for all part-time Box Office staff. In that way, we hope the public will identify for us the particular Box Office person involved in complaint situations.

In June, we hope to have our new telephone/mail room fully constructed. Once this occurs, BASS will install the necessary equipment and software to allow our telephone operators to answer customer enquiries on what seat locations are still available. In addition, they will then be able to immediately process ticket orders and thereby relieve our inventory of available tickets. Currently, our system is such that our telephone operators can only record an order. The order can not be processed immediately and customer information on what seat locations are still available can not be provided.

I hope that this brief report on the Box Office has been useful for the Committee.


John A. Leuser, C.A.
Director of Finance
and Administration

April 22, 1987

SCHEDULE "B" referred to
in Section 2 of the
Information Items, FOURTH
Report of the Audit/Finance
Committee Meeting of
April 28, 1987

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE

FIRST QUARTER ENDED MARCH 31, 1987

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT MARCH 31, 1987

ASSETS		LIABILITIES AND RESERVES	
CURRENT		CURRENT	
CASH	\$15,500	ACCOUNTS PAYABLE AND ACCRUALS	\$570,200
ACCOUNTS RECEIVABLE	\$420,500	ADVANCE TICKET SALES AND DEPOSITS	\$909,500
PREPAIDS	\$27,900	UNREDEEMED GIFT CERTIFICATES	\$94,000
INVENTORIES	\$77,400	TOTAL CURRENT LIABILITIES	\$1,573,700
DUE FROM CITY OF HAMILTON	\$1,077,400	RESERVES	\$45,000
TOTAL ASSETS	\$1,618,700	TOTAL LIABILITIES AND RESERVES	\$1,618,700

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For The Three Month Period Ended March 31 1986
	The Month of March 1987	The Three Month Period Ended March 31 1987	The Month of March 1987	The Three Month Period Ended March 31 1987		
	(1)	(2)	(3)	(4)	(6)	(7)
REVENUE						
RENTALS AND LICENCE FEES	\$366,600	\$29,807	\$74,783	\$60,470	32.5%	\$78,121
FOOD AND BEVERAGE SALES	\$1,875,300	\$151,899	\$375,060	\$140,570	21.0%	\$385,859
RECOVERIES	\$70,500	\$5,741	\$14,131	\$11,203	29.3%	\$15,199
OTHER REVENUE	\$37,600	\$3,693	\$9,868	\$3,636	28.7%	\$11,052
	\$2,350,000	\$191,140	\$473,842	\$215,879	23.2%	\$490,231
EXPENDITURES						
ADMINISTRATION	\$315,710	\$26,367	\$79,089	\$24,098	23.3%	\$71,673
BUILDING MAINTENANCE	\$349,260	\$29,191	\$84,654	\$34,116	24.4%	\$76,042
OPERATIONS	\$88,550	\$7,198	\$20,082	\$6,014	22.3%	\$17,489
SECURITY	\$98,000	\$8,600	\$23,100	\$11,307	24.9%	\$21,587
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	\$112,750	\$9,448	\$29,202	\$10,675	25.3%	\$21,287
FOOD AND BEVERAGE - KITCHEN	\$756,720	\$61,724	\$162,220	\$62,544	23.5%	\$166,433
FOOD AND BEVERAGE - BANQUET	\$865,470	\$70,213	\$185,532	\$58,546	20.8%	\$176,850
MACNAB ARMS	\$0	\$0	\$0	(\$393)	0.0%	\$0
	\$2,586,460	\$212,741	\$583,879	\$206,907	23.0%	\$551,361
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS						
	\$236,460	\$21,601	\$110,037	(\$8,972)	20.7%	\$61,130

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON PLACE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For
	The Month March 1987	The Three Month Period Ended March 31 1987	The Month March 1987	The Three Month Period Ended March 31 1987		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE:						
RENTALS, LICENCE FEES AND SHOW REVENUE - GREAT HALL	\$342,000	\$90,200	\$17,761	\$62,135	18.2%	\$32,113
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	\$67,330	\$22,830	\$9,342	\$10,923	16.2%	\$22,234
OTHER RENTALS	\$64,130	\$16,031	\$5,166	\$14,865	23.2%	\$13,733
FOOD AND BEVERAGE SALES	\$188,000	\$49,444	\$9,358	\$26,259	14.0%	\$33,702
RECOVERIES	\$1,058,450	\$230,700	\$93,316	\$222,943	21.1%	\$225,551
OTHER REVENUE	\$91,420	\$24,450	\$5,342	\$17,454	19.1%	\$21,499
	\$1,811,330	\$433,655	\$140,285	\$354,579	19.6%	\$348,832
EXPENDITURES - 8350						
ADMINISTRATION	\$398,880	\$99,720	\$29,179	\$91,394	22.9%	\$96,483
MAINTENANCE	\$269,340	\$66,419	\$24,347	\$75,754	28.1%	\$58,603
MEETING ROOMS	\$4,800	\$1,198	\$314	\$900	18.8%	\$108
FRONT OF HOUSE	\$147,420	\$36,260	\$7,857	\$24,316	16.5%	\$27,185
OPERATION - SPECIFIC SHOW EXPENSES	\$866,840	\$179,310	\$61,011	\$146,300	16.9%	\$177,352
SECURITY	\$59,500	\$14,696	\$4,630	\$13,511	22.7%	\$13,812
STAGE - PROPERTY	\$324,600	\$81,148	\$22,950	\$75,389	23.2%	\$64,555
SHOW PROMOTIONS	\$130,800	\$12,701	\$15,771	\$36,265	27.7%	\$30,884
BEVERAGE AND CATERING SERVICE	\$146,300	\$38,528	\$6,926	\$17,495	12.0%	\$25,035
	\$2,348,480	\$550,779	\$172,985	\$481,324	20.5%	\$494,017
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:	\$537,150	\$117,124	\$32,700	\$126,745	23.6%	\$145,185

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted			Actual			Actual Operating Results For
	The Month of March 1987	The Three Month Period Ended March 31 1987	(1)	The Month of March 1987	The Three Month Period Ended March 31 1987	(2)	
Annual 1987 Budget							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE - 8306							
RENTAL, LICENCE FEES AND SHOW REVENUES	\$852,680	\$97,590	\$223,580	\$164,922	\$267,193	31.3%	\$313,139
FOOD AND BEVERAGE CONCESSIONS	\$220,000	\$34,400	\$70,300	\$60,235	\$114,260	51.9%	\$101,958
RECOVERIES	\$466,100	\$72,556	\$136,456	\$89,550	\$129,771	27.8%	\$158,429
OTHER REVENUE	\$26,000	\$3,548	\$7,600	\$8,948	\$11,208	43.1%	\$8,174
	\$1,564,780	\$208,094	\$437,936	\$323,655	\$522,432	33.4%	\$581,700
EXPENDITURES							
ADMINISTRATION	\$337,610	\$28,139	\$84,401	\$23,694	\$77,979	23.1%	\$74,753
MAINTENANCE	\$585,100	\$55,963	\$151,675	\$56,239	\$138,096	23.6%	\$136,942
EVENT PLANNING/OPERATIONS	\$519,590	\$63,850	\$150,012	\$52,706	\$111,386	21.4%	\$153,505
LATSE PAYROLL	\$88,100	\$9,789	\$9,789	\$22,651	\$23,148	26.3%	\$0
SECURITY	\$189,590	\$23,592	\$54,240	\$23,680	\$49,589	26.2%	\$68,434
	\$1,719,990	\$181,333	\$450,117	\$178,970	\$400,198	23.3%	\$433,634
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$155,210	(\$26,761)	\$12,181	(\$144,685)	(\$122,234)	-78.8%	(\$148,066)

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

HECFI - CORPORATE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For			Actual Operating Results For			Actual Operating Results For
	The Month of March 1987	The Three Month Period Ended March 31 1987	The Month of March 1987	The Three Month Period Ended March 31 1987	Percentage of Total 1987 Annual Budget Spent or Achieved	The Three Month Period Ended March 31 1986	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
REVENUE							
BOX OFFICE REVENUE	\$366,000	\$45,990	\$103,910	\$88,987	\$149,821	40.9%	\$122,222
OTHER REVENUE	\$61,000	\$5,084	\$15,250	\$5,000	\$15,000	24.6%	\$17,500
	\$427,000	\$51,074	\$119,160	\$93,987	\$164,821	38.6%	\$139,722
EXPENDITURES - 8330							
01 ADMINISTRATION	\$651,510	\$54,300	\$162,876	\$56,650	\$168,385	25.8%	\$151,916
MARKETING	\$937,780	\$75,763	\$216,368	\$42,207	\$128,486	13.7%	\$130,579
BOX OFFICE	\$389,060	\$39,848	\$103,011	\$39,834	\$99,473	25.6%	\$90,240
	\$1,978,350	\$169,911	\$482,255	\$138,691	\$396,344	20.0%	\$372,735
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS							
	\$1,551,350	\$118,837	\$363,095	\$44,704	\$231,523	14.9%	\$233,013

NOTE: The revenue and expenditure detail on the above balances is available upon request.

SCHEDULE "C" referred to
in Section 3 of the
Information Items, FOURTH
Report of the Audit/Finance
Committee Meeting of April 28, 1987

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE FIRST QUARTER

ENDED MARCH 31, 1987

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT
SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For			Actual Operating Results For		Actual Operating Results For	
	The Month of March 1987	The Three Month Period Ended March 31 1987	The Month of March 1987	The Three Month Period Ended March 31 1987	Percentage of Total 1987 Annual Budget Spent or Achieved		
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
EXPENDITURES							
OPERATIONS							
RECOVERY FROM USERS	\$746,080	\$62,180	\$186,516	\$54,829	\$162,659	21.8%	\$136,841
MAINTENANCE	(\$551,240)	(\$50,844)	(\$180,196)	(\$48,129)	(\$145,397)	26.4%	(\$146,689)
CITY HALL	\$463,080	\$38,592	\$115,768	\$22,637	\$96,384	20.8%	\$132,608
HAMILTON CENTRAL LIBRARY	\$220,500	\$13,237	\$43,617	\$15,862	\$41,777	18.9%	\$51,996
HAMILTON FARMERS MARKET	\$264,380	\$22,686	\$80,196	\$21,550	\$65,535	24.8%	\$79,939
HAMILTON CONVENTION CENTRE	\$35,000	\$3,001	\$10,611	\$2,874	\$8,742	25.0%	\$10,726
HAMILTON PLACE	\$229,570	\$23,722	\$78,040	\$24,833	\$76,204	33.2%	\$82,502
COPPS COLISEUM	\$260,000	\$32,218	\$100,761	\$19,315	\$74,761	28.8%	\$107,921
PEDESTRIAN ARCADE/OVERPASS	\$353,640	\$40,632	\$122,556	\$21,174	\$76,161	21.5%	\$115,294
ONTARIO GOVERNMENT BUILDING	\$49,050	\$4,414	\$13,713	\$5,200	\$12,327	25.1%	\$9,622
PARKING AUTHORITY - UNDERGROUND	\$206,100	\$19,379	\$67,784	\$17,021	\$53,134	25.8%	\$61,598
ART GALLERY	\$87,110	\$8,550	\$30,071	\$7,954	\$24,631	28.3%	\$32,318
	\$118,000	\$9,698	\$35,777	\$8,773	\$27,116	23.0%	\$30,854
EXPENDITURES TOTAL							
	\$2,481,270	\$227,465	\$705,214	\$173,893	\$574,034	23.1%	\$705,530
MUNICIPAL CONTRIBUTION							
	\$2,481,270	\$227,465	\$705,214	\$227,465	\$705,214	28.4%	\$792,100
BUDGET SURPLUS (DEFICIT)							
	\$0	\$0	\$0	\$53,572	\$131,180	-	\$86,570

NOTE: The expenditures detail on the above balances is available upon request.

5.4.1 Audit & Finance Committee Minutes
of March 31, 1987

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

AUDIT & FINANCE COMMITTEE

March 31, 1987
12:00 Noon
Copps Coliseum Board Room

REGULAR SESSION

PRESENT: Mr. W. H. McFarland, Chairman
Dr. C. Bart, Vice-Chairman
Ald. B. Hinkley, Committee Member
and Chairman of HECFI Board
Mr. D. Hector, Committee Member

ALSO

PRESENT: Mr. J. A. Leuser, Director of Finance
and Administration, HECFI
Mr. R. DiFilippo, Comptroller
Mr. J. Crane, Director of Copps Coliseum
Mr. T. Burrows, Director of Hamilton Place
Joan Mills, Committee Secretary

GUEST: Mr. Michael Collyer

REGRETS: Mr. S. Cino, Committee Member
Mr. N. Levitt, Committee Member
Mr. B. Conacher, Managing Director/
Chief Executive Officer, HECFI
Mr. W. Penfold, Director of Hamilton
Convention Centre
Mr. F. Bogden, Director of Marketing

1. Chairman's Remarks

The Chairman welcomed everyone present, as well as Mr. Michael Collyer, of Pannell, Kerr, MacGillivray and the meeting was called to order.

2. Presentations by Mr. Michael Collyer

2.1 Draft 1986 Annual Audited Financial
Statements for HECFI

Mr. Michael Collyer of Pannell, Kerr, MacGillivray attended the meeting to review the draft 1986 annual audited financial statements for HECFI. He indicated that the records of the Corporation were in very good order. He advised the Committee that his firm was presenting an unqualified audit report on the HECFI 1986 financial statements. Alderman Hinkley asked why long outstanding accounts receivable accounts for Hamilton Place had not been communicated to the

Committee and the HECFI Board by him in respect of the 1985 audit of Hamilton Place.

Mr. Collyer stated that an audit is done within an acceptable statistical framework. With respect to accounts receivable accounts, there are two issues that are looked at: existence and valuation, meaning - is the account collectable, or reserved against. As part of their procedures, Mr. Collyer asked of Mr. R. Turkstra, "Are you attempting to collect?", and "Have you reserved against them?", and was told "Yes" to both questions. Mr. Collyer was advised that there was a sufficient reserve to cover bad debts. Given that, Mr. Collyer felt that everything appeared to be in order. He also stated that their audit is conducted within a statistical precision guideline which, for HECFI, is \$30,000, and that their audit is conducted within that framework.

Alderman Hinkley asked how much was outstanding and Mr. John Leuser stated that there was approximately \$50,000 outstanding, of which there may have been some subsequent payments. Alderman Hinkley asked if they all related to Hamilton Place and Mr. Leuser answered, yes. Alderman Hinkley asked if the outstanding balances were detected in their audit. Mr. Collyer advised that he would have noted the \$50,000 in accounts receivable and that at the end of 1985, the allowance or reserve for bad debts was \$21,000, of which \$15,600 related to Hamilton Place. He indicated that HECFI wrote off only \$6,700 in 1986 against a total allowance for bad debts of \$21,000 at December 31, 1985. Mr. Collyer suggested that this indicates that the \$50,000 in non-current receivables at December 31, 1985 was more than adequately reserved for. When Alderman Hinkley asked whether there appeared to be a problem, Mr. Collyer said, no. Mr. Collyer also advised that the reserve or allowance for bad debts for HECFI is \$13,000 for 1986.

Mr. Hector expressed his concern that the Committee and the HECFI Board look to the auditors to pass on information to the HECFI Board. He said that he was not critical about the evaluation, but that he would like to have had that information forwarded since Mr. R. Turkstra, the former Comptroller, had not. Mr. Collyer said that if he thought that there was a problem, he would have drawn it to the attention of

the Committee and the HECFI Board. Mr. Collyer stated that his own judgment decision may not be that of the Audit/Finance Committee or the Board. Mr. Collyer said that he considers the total framework, large amounts of money involved in terms of the Box Office and billings, etc., together with the quality of the people within an organization and the management controls in place. Mr. Collyer thought that perhaps there was a communication problem and that if the HECFI Board wished him to cover every single item, that he would be glad to do so.

The Chairman asked whether aging accounts were being maintained on the accounts receivables. Mr. Collyer stated that when evaluating, he looks at how old the accounts are. He advised that there was aging accounts and that subsequent payments are looked at, as well.

The Committee then began to review Note No. 7 which was to be attached to the draft 1986 annual audited financial statements. Mr. Hector requested that "of \$871,959" be deleted since the figure could not be audited. When Mr. DiFilippo advised that the figure was a best estimate, the Committee agreed to insert the word "estimate" and round the number to \$872,000.

It was

MOVED by Mr. Hector, seconded by Dr. Bart

THAT NOTE NUMBER 7 BE AMENDED TO READ..."ESTIMATED UTILITY CHARGES OF \$872,000..." AND ADDED TO THE DRAFT 1986 ANNUAL AUDITED FINANCIAL STATEMENTS FOR HECFI.

MOTION CARRIED.

Mr. Hector indicated to the Committee that there should be a 1985 comparative column to the HECFI balance sheet. A discussion ensued on this matter and it was further suggested that as an alternative, the assets and liabilities assumed by HECFI on December 31, 1985 be disclosed in Note 1 to the financial statement. Mr. Leuser advised the Committee that the assets and liabilities of Copps Coliseum which were assumed by HECFI would be difficult to obtain since they were merged into the 1985 annual accounts of The

Corporation of the City of Hamilton. As a result, the Committee requested that Mr. Leuser include a paragraph to Note 1 of the financial statements as follows:

The activities of the three facilities were carried on separately until December 31, 1985, at which time the assets, liabilities and operations were assumed by The Hamilton Entertainment and Convention Facilities Inc. Accordingly, these financial statements present the operations of the three facilities for the year January 1, 1986 to December 31, 1986, inclusive.

It was

MOVED by Alderman Hinkley, seconded by Dr. Bart

THAT THE 1986 ANNUAL AUDITED FINANCIAL STATEMENTS FOR HECFI AS PRESENTED BY MR. MICHAEL G. COLLYER, F.C.A., OF PANNELL, KERR, MACGILLIVRAY BE APPROVED AS AMENDED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

2.2 Draft 1986 Annual Audited Financial
Statements for The Hamilton Performing
Arts Foundation Inc.

It was

MOVED by Alderman Hinkley, seconded by Dr. Bart

THAT THE 1986 ANNUAL AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON PERFORMING ARTS FOUNDATION INC. AS PRESENTED BY MR. MICHAEL G. COLLYER, F.C.A., OF PANNELL, KERR, MACGILLIVRAY BE APPROVED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

3. Report on HECFI Internal Controls

The Committee reviewed the letter dated March 19, 1987 from Pannell, Kerr, MacGillivray which stated "...Our audit results indicated to us that the financial

control systems are operating effectively." Mr. Michael G. Collyer, of Pannell, Kerr, MacGillivray indicated that the records of the Corporation were in very good order. It was

MOVED by Alderman Hinkley, seconded by Mr. Hector

THAT THE LETTER DATED MARCH 19, 1987 FROM PANNELL, KERR, MACGILLIVRAY RELATIVE TO HECFI INTERNAL CONTROLS BE RECEIVED AS INFORMATION.

MOTION CARRIED.

Mr. R. DiFilippo, Comptroller, and Mr. Michael Collyer left the meeting at this time to attend to business.

4. Minutes of Previous Meeting

It was

MOVED by Mr. Hector, seconded by Dr. Bart

THAT THE MARCH 3, 1987 REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

5. Director of Finance and Administration's Report

Discussion ensued on the staff turnover in the Finance and Administration Department due to the departure of one of the Senior Accounting Clerks, Mrs. Ann Hynd, and the Accounting Supervisor, Mrs. Lisa Robinson. Mr. Hector asked for Mr. John A. Leuser's comments. Mr. Leuser stated that with respect to Mrs. Ann Hynd, who had been with Hamilton Place and HECFI for approximately 9 years, she had left to work for a small law office in Ancaster. Mrs. Hynd's duties had been refined and changed, and she found it unsatisfying and chose to leave. With respect to Mrs. Lisa Robinson, Mr. Leuser stated that it was a 20% increase in pay with reduced hours. He advised the Committee that the Accounting Supervisor position was posted at the City and no one was interested. He further pointed out that salaries at the City, Region and the private sector are higher and therefore it will be difficult to attract and even more difficult

to retain a qualified accountant in this position. Mr. Hector stated that a qualified chartered accountant can easily find a position at a higher rate and that Mr. Leuser will have to suggest a higher range in pay. It was

MOVED by Dr. Bart, seconded by Mr. Hector

THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION'S
REPORT BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. HECFI Unaudited Operating Results for
the Two Month Period Ended February 28, 1987

The Committee reviewed in detail the Director of Finance and Administration's report on the unaudited operating results of HECFI for the two month period ended February 28, 1986. It was noted that HECFI's budgetary surplus for the two month period was \$105,596.

The detail comprising these figures was as follows:

	<u>Budgetary Surplus</u> <u>For The</u> <u>Two</u> <u>Month Period</u> <u>Ended</u> <u>Feb.28,1987</u>
Hamilton Convention Centre	\$ 30,472
Hamilton Place	\$ 1,194
Copps Coliseum	\$ 16,491
Corporate	\$ 57,439
	<u>\$105,596</u>

It was

MOVED by Mr. Levitt, seconded by Ald. Hinkley

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE TWO MONTH PERIOD ENDED FEBRUARY 28, 1987 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

7. CUP Unaudited Operating Results for
the Two Month Period Ended February 28, 1987

It was

MOVED by Ald. Hinkley, seconded by Dr. Bart

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE TWO MONTH PERIOD ENDED FEBRUARY 28, 1987 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

8. Copps Coliseum Committee

8.1 Award of Contract for
Cleaning Services

The Committee noted that the Copps Coliseum Committee, at its meeting on March 25, 1987, approved the recommendation and requested the Audit/Finance Committee to recommend the method of financing. It was further noted that in awarding this tender, contracted cleaning costs for 1987 are expected to be within the total 1987 budget appropriation for this service. It was

MOVED by Dr. Bart, seconded by Mr. Hector

THAT THE TENDER SUBMITTED BY FEDERATED BUILDING MAINTENANCE CO. LTD., TORONTO, ONTARIO, FOR REGULAR OFFICE AND SCHEDULED EVENT CLEANING SERVICES AT COPPS COLISEUM BE ACCEPTED FOR THE TERM COMMENCING APRIL 1, 1987, AND TERMINATING DECEMBER 1, 1988.

MOTION CARRIED.

8.2 Award of Contract for
Security Services

The Committee noted that the Copps Coliseum Committee, at its meeting on March 25, 1987, approved the recommendation and requested the Audit/Finance Committee to recommend the method of financing. It was further noted that the tender was the lowest of three (3) tenders received and that in awarding this tender, contracted security costs for 1987 are expected to be within the total 1987 budget appropriation for this service. It was

MOVED by Dr. Bart, seconded by Mr. Hector

THAT THE TENDER SUBMITTED BY PINKERTONS OF CANADA LTD. FOR SECURITY SERVICES AT COPPS COLISEUM AT THE TOTAL HOURLY RATE OF \$7.96 FOR THE YEARS 1987 AND 1988 BE ACCEPTED FOR THE TERM COMMENCING APRIL 1, 1987, AND TERMINATING DECEMBER 31, 1988.

MOTION CARRIED.

8.3 Exterior Electronic
Signage Programme

The Committee noted that the Copps Coliseum Committee, at its meeting on March 25, 1987, approved (a) and (b) below. It was

MOVED by Dr. Bart, seconded by Mr. Hector

- A) THAT BURTON KRAMER ASSOCIATES LTD. BE AUTHORIZED TO PREPARE SPECIFICATIONS FOR THE SUPPLY AND INSTALLATION OF ONE (1) FREE STANDING, TWO-SIDED ELECTRONIC SIGN TO BE LOCATED AT THE CORNER OF BAY STREET AND YORK BOULEVARD AND TWO (2) FREE STANDING, SINGLE-SIDED ELECTRONIC SIGNS TO BE LOCATED ON THE NORTH-EAST AND SOUTH-EAST CORNERS OF THE COPPS COLISEUM PROPERTY, AT A COST NOT TO EXCEED FIVE THOUSAND (\$5,000.00) DOLLARS.
- B) THAT ONCE THIS SPECIFICATION IS DEVELOPED AND SUBSEQUENTLY APPROVED BY THE COPPS COLISEUM COMMITTEE, SAME BE TENDERED.

- C) THAT THE FEE IN ITEM (A) ABOVE BE CHARGED TO
WORK IN PROGRESS EXPENDITURE ACCOUNT NUMBER
Ø4Ø8-U32762.

MOTION CARRIED.

9. Hamilton Convention Centre
Committee - Security Contract

The Committee noted that the Hamilton Convention Centre Committee, at its meeting on March 20, 1987, approved the recommendation. Following review, it was

MOVED by Alderman Hinkley, seconded by Dr. Bart

THAT PINKERTONS OF CANADA LTD., HAMILTON, BE
SELECTED FOR SECURITY SERVICES AT THE HAMILTON
CONVENTION CENTRE, COMMENCING APRIL 1, 1987 AND
TERMINATING DECEMBER 31, 1987.

MOTION CARRIED.

10. Hamilton Place Committee

10.1 Award of Contract for
Cleaning Services

The Committee noted that White Star Cleaning Service Limited's hourly rate was competitive -- only \$.03 and \$.06 higher in the first and second year and \$.03 lower in the third year. However, more importantly, White Star's quoted hours were significantly lower than the other two bidders. As a result, the Committee felt that the total cost of providing this service would be lower if the present incumbent, White Star Cleaning Service Limited, was retained. The Committee further noted that the Hamilton Place Committee, at its meeting on March 26, 1987, approved this recommendation.

It was

MOVED by Mr. Hector, seconded by Dr. Bart

- A) THAT HAMILTON PLACE RETAIN THE SERVICES OF WHITE STAR CLEANING SERVICE LIMITED OF HAMILTON AT A COST OF \$6.55 PER HOUR IN 1987, \$6.65 PER HOUR IN 1988 AND \$6.75 PER HOUR FOR THE OPTIONAL YEAR OF 1989.
- B) THAT THE COST OF CLEANING SERVICES BE FINANCED THROUGH THE BUDGETARY ALLOCATION CONTAINED IN THE 1987 BUDGET: 8350-1037.

MOTION CARRIED.

10.2 Purchase of Draperies
for Great Hall Stage

The Committee noted that the Hamilton Place Committee approved this recommendation at its meeting on March 26, 1987. A tender call for new stage draperies produced five responses of which the lowest was Sapphire Staging of Toronto. It was

MOVED by Mr. Hector, seconded by Dr. Bart

- A) THAT THE QUOTATION SUBMITTED BY SAPPHIRE STAGING OF MISSISSAUGA IN THE AMOUNT OF \$29,666.69 INCLUSIVE OF RETAIL SALES TAX FOR THE SUPPLY OF DRAPERIES FOR THE GREAT HALL STAGE BE ACCEPTED.
- B) THAT THE PURCHASE OF THESE DRAPERIES BE FINANCED FROM THE RESERVE ACCOUNT: CAPITAL IMPROVEMENT SURCHARGE, HAMILTON PLACE.

MOTION CARRIED.

10.3 Proposal Call for Marquee

The Committee noted that the Hamilton Place Committee approved the recommendation at its meeting on March 26, 1987. Following a brief discussion, it was

MOVED by Alderman Hinkley, seconded by Dr. Bart

- A) THAT THE PROPOSAL CALL THAT HAS BEEN PREPARED BY HAMILTON PLACE IN CONJUNCTION WITH THE CITY'S PURCHASING DEPARTMENT BE ISSUED FOR THE SUPPLY AND INSTALLATION OF A NEW EXTERIOR ELECTRONIC FULL MATRIX MARQUEE ATTACHED TO THE SOUTH WEST CORNER OF HAMILTON PLACE.
- B) IT IS RECOMMENDED THAT THE SOURCE OF FUNDS FOR THIS CAPITAL ITEM BE DESIGNATED FROM THE RESERVE ACCOUNT: CAPITAL IMPROVEMENT SURCHARGE, HAMILTON PLACE.

MOTION CARRIED.

11. Motion to Move In-Camera

MOVED by Dr. Bart, seconded by Mr. Hector

THAT THE IN-CAMERA SESSION BE CONVENED. (1:40 P.M.)

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

- 11.1 SUBJECT TO THE APPROVAL OF THE COMPENSATION STUDY BY THE HECFI BOARD, THAT ONLY THE AMOUNT OF \$29,500. BE RENDERED IN TOTAL TO STEVENSON KELLOGG ERNST & WHINNEY.

NOTE: A PURCHASE ORDER WAS ISSUED TO STEVENSON KELLOGG ERNST & WHINNEY WITH THE STIPULATION THAT THEIR FEE AND DISBURSEMENTS WERE NOT TO EXCEED \$29,500. TO DATE, PAYMENTS TALLING \$20,000 HAVE BEEN MADE.

- 11.2 THAT THE HAMILTON PLACE EVENT REVENUE REPORT FOR THE MONTH OF FEBRUARY, 1987, BE RECEIVED FOR INFORMATION.
- 11.3 THAT THE COPPS COLISEUM EVENT REVENUE REPORT FOR THE MONTH OF FEBRUARY, 1987, BE RECEIVED FOR INFORMATION.

MOTIONS CARRIED.

15. Next Meeting

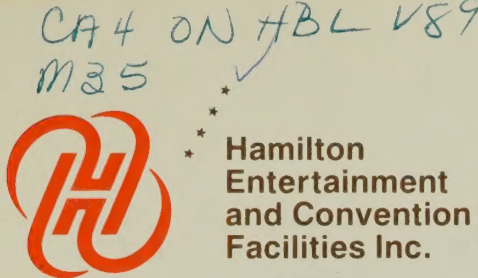
The next regular meeting of the Audit/Finance Committee is scheduled for Tuesday, April 28, 1987 at 12:00 Noon.

The Audit/Finance Committee moved into a subsequent In-Camera Session to discuss the Compensation Report and all staff were requested to leave.

TAKEN AS READ AND APPROVED:

W. H. McFARLAND, CHAIRMAN

Mrs. Joan M. Mills, Secretary



101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, June 12, 1987
9:00 A.M.

HAMILTON CONVENTION CENTRE
Albion "C"

REGULAR AGENDA

1. Chairman's Remarks
2. Minutes of May 8, 1987 Attachment 2
 - 2.1 Errors or Omissions
 - 2.2 Motion for Approval
3. Business Arising From the Minutes
 - 3.1 Summary of 1987 HECFI BUSINESS PLAN GOALS AND OBJECTIVES Attachment 3.1
 - 3.2 Status of Indoor Track Verbal
4. Report from Director of Marketing
5. Committee Reports/Minutes
 - 5.1 Copps Coliseum Committee Fourth Report Attachment 5.1
 - 5.1.1 Copps Coliseum Committee Minutes of April 22, 1987 Attachment 5.1.1
 - 5.2 Hamilton Convention Centre Committee Fifth Report Attachment 5.2
 - 5.2.1 Hamilton Convention Centre Committee Minutes of April 24, 1987 Attachment 5.2.1



HAMILTON CONVENTION AND
CONVENTION FACILITIES

Meeting of the Convention and
the Public at the Hamilton Convention
Facilities

Meeting of the Convention and
the Public at the Hamilton Convention
Facilities

REGULAR AGENDA

1. Chairman's Remarks

2. Minutes of May 5, 1987

3. Report of the

4. Report of the

5. Report of the

6. Report of the

7. Report of the

8. Report of the

9. Report of the

10. Report of the

11. Report of the

12. Report of the

Attachment 1.1

Attachment 1.2

Attachment 2.1

Attachment 2.2

Attachment 3.1

Attachment 3.2

Attachment 4.1

Attachment 4.2

- | | | |
|-------|--|------------------|
| 5.3 | Hamilton Place Committee Fourth Report | Attachment 5.3 |
| 5.3.1 | Hamilton Place Committee Minutes of
April 23, 1987 | Attachment 5.3.1 |
| 5.4 | Audit & Finance Committee Fifth Report | Attachment 5.4 |
| 5.4.1 | Audit & Finance Committee Minutes of
April 28, 1987 | Attachment 5.4.1 |

6. **New Business**

- | | | |
|-----|--|----------------|
| 6.1 | Remodeling of Security Office -
Copps Coliseum | Attachment 6.1 |
| 6.2 | Approval of Funding for Booster Club | |
| 6.3 | Approval of Funding for Canada Cup
'87 Civic Dinner | Attachment 6.3 |

7. **Other Business**

8. **Date of Next Meeting**

Friday, July 10, 1987
9:00 A.M.
Location to be Announced

9. **Adjournment**

Patricia Bennett
Secretary to the Board
June 5, 1987

2. Minutes of May 8, 1987

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, May 8, 1987

9:00 A.M.

Copps Coliseum Board Room

MINUTES OF REGULAR SESSION

PRESENT: Alderman B. Hinkley, Chairman
of the Board
Alderman J. Gallagher, Second
Vice Chairman
Mayor R. Morrow
Alderman T. Murray
Alderman R. Wheeler
Mr. D. Braley
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Dr. C. Bart
Mr. D. Beattie
Mr. N. Levitt

ALSO PRESENT: Mr. B. Conacher
Mr. J. Crane
Mr. T. Burrows
Mr. S. Dockman
Mr. J. Leuser

REGRETS: Mr. T. Yates
Mr. T. Casey
Mr. F. Bogden

1. Chairman's Remarks

Alderman Hinkley called the meeting to order.

In-Camera Session

The following motions were carried during the In-Camera Session:

THE IN-CAMERA SESSION BE CONVENED (9:30 a.m.)

THE IN-CAMERA MINUTES OF APRIL 10, 1987 BE APPROVED.

THE HECFI SALARY STUDY BE AMENDED TO INCLUDE THE ECONOMIC ADJUSTMENT OF 4.5% FOR 1987; and

THAT THE CITY CLERK BE NOTIFIED OF THIS AMENDMENT.

THE VERBAL REPORT BY THE DIRECTOR OF COPPS COLISEUM PERTAINING TO THE COPPS COLISEUM CONSTRUCTION DEFECT BE ACCEPTED.

THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF APRIL 22, 1987 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS BE ENDORSED:

THAT THE MANAGING DIRECTOR/CEO AND THE DIRECTOR OF COPPS COLISEUM REPORT BACK TO THE COPPS COLISEUM COMMITTEE WITH A REPORT ON HOW TO IMPLEMENT THE PROPOSALS FOR THE MARKETING OF THE FIVE (5) PRIVATE BOXES.

THAT THE REPORT ENTITLED CENTRAL UTILITIES PLANT, COPPS COLISEUM, OPERATIONAL/PERSONNEL REQUIREMENTS, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE APPROVED.

THAT THE COPPS COLISEUM IN-CAMERA MINUTES OF MARCH 25, 1987 BE APPROVED.

THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF APRIL 24, 1987 BE APPROVED.

THE HAMILTON CONVENTION CENTRE IN-CAMERA MINUTES OF MARCH 20, 1987 BE APPROVED.

THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF APRIL 23, 1987 BE APPROVED AND THAT THE FOLLOWING RECOMMENDATIONS BE ENDORSED:

THAT THE PROPOSED REVISED PROGRAMMING FOR SUMMER 1987 BE APPROVED AND THAT FINANCIAL SUPPORT FROM THE INNOVATIVE PROGRAMMING FUND BE APPROVED.

THAT THE HAMILTON PLACE COMMITTEE PRESENT A FINAL OFFER OF A \$7,000. REDUCTION IN THE THEATRE AQUARIUS TOTAL INVOICING.

THAT MANAGEMENT PROVIDE A MONTHLY REPORT WITH RESPECT TO THE COMPLIMENTARY TICKETS AT HAMILTON PLACE.

THE HAMILTON PLACE COMMITTEE IN-CAMERA MINUTES OF MARCH 26, 1987 BE APPROVED.

THE AUDIT & FINANCE IN-CAMERA REPORT OF APRIL 28, 1987 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT EACH DIRECTOR OF HECFI SUBMIT A REPORT TO THE AUDIT/FINANCE COMMITTEE OUTLINING THEIR RESPECTIVE EMPLOYEES' WORKLOAD (OVERTIME) AND GENERAL MORALE.

THAT IN ACCORDANCE WITH THE PREVIOUS DIRECTION OF THE HECFI BOARD, AN ADDITIONAL \$2,000. BE AUTHORIZED FOR PAYMENT TO STEVENSON KELLOGG ERNST & WHINNEY (SKEW).

THE AUDIT & FINANCE IN-CAMERA MINUTES OF MARCH 31, 1987 BE APPROVED.

THE OPTION TO EXTEND THE SERVICES OF NORM MARSHALL AS OUTLINED IN THE LETTER AGREEMENT DATED DECEMBER 12, 1986 BE EXERCISED.

THE AMOUNT OF \$10,000. BE ALLOCATED AND APPROVED AS INTERIM FINANCING FOR THE CANADA CUP BOOSTER CLUB AND THAT THE FUNDS BE FINANCED FROM THE HECFI ADVERTISING AND PROMOTIONAL BUDGET.

THE IN-CAMERA SESSION BE ADJOURNED (11:25 a.m.)

2. Minutes of April 10, 1987

MOVED by Dr. Bart, seconded by Alderman Wheeler
that

THE MINUTES OF APRIL 10, 1987 BE APPROVED AS
CIRCULATED.

MOTION CARRIED.

3. Business Arising From the Minutes

3.1 The HECFI Financial Statements for the Year
Ended December 31, 1986

MOVED by Dr. Bart, seconded by Alderman Wheeler
that

THE HECFI FINANCIAL STATEMENTS FOR THE YEAR ENDED
DECEMBER 31, 1986 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Report from Director of Marketing

Due to the absence of the Director of Marketing, no
report was presented.

5. Committee Reports/Minutes

5.1 Copps Coliseum Third Report

MOVED by Alderman Murray, seconded by Alderman
Gallagher that

THE COPPS COLISEUM THIRD REPORT BE APPROVED AND THE
FOLLOWING RECOMMENDATIONS ENDORSED:

THAT AS DOCUMENTED IN CORRESPONDENCE DATED
APRIL 6TH FROM NORMA WALSH, STAFF RESOURCE,
REGIONAL ADVISORY COMMITTEE FOR THE PHYSICALLY
DISABLED, ITEMS #1 CONCERNING ACCESSIBILITY TO
CONDIMENTS BE IMPLEMENTED AND ITEM #2
CONCERNING A SAFETY RAIL ON PROMENADE
CONCOURSE BE INVESTIGATED.

THAT TRANE CANADA INC. BE AUTHORIZED TO PROCEED WITH MAJOR TEARDOWN/OVERHAUL OF AIR CONDITIONING CENTRAVACS LOCATED AT THE CENTRAL UTILITIES PLANT AND CITY HALL AT A TOTAL COST OF \$40,500. AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT THE QUOTATION RECEIVED FROM ALL TYPE STORAGE SYSTEMS FOR THE SUPPLY OF PORTABLE WIRE MESH PARTITIONS IN THE TOTAL AMOUNT OF \$14,524.61. BE ACCEPTED AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT THE DIRECTOR OF COPPS COLISEUM BE AUTHORIZED TO PARTICIPATE IN THE ONTARIO ARENAS ASSOCIATION FOR A ONE YEAR TERM SUBJECT TO REVIEW AND THAT A REPORT BE SUBMITTED TO THE COPPS COLISEUM COMMITTEE FOLLOWING THE ONE YEAR TERM.

MOTION CARRIED.

The following items were reported for information:

- (i) The Status Report on Confirmed Events at Copps Coliseum - May to August 1987;
- (ii) The report entitled Copps Coliseum and the Central Utilities Plant - Ministry of Energy - Municipal Oil Conversion and Energy Conservation Program;
- (iii) The Report by the Director of Copps Coliseum;
- (iv) The Committee was advised that Mr. Paul Henderson has accepted the position as Honorary Chairman of the Booster Club for the Canada Cup Series.

5.1.1 Copps Coliseum Committee Minutes of March
25, 1987

MOVED by Alderman Murray, seconded by Alderman
Gallagher that

THE COPPS COLISEUM COMMITTEE MINUTES OF MARCH 25,
1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.2 Hamilton Convention Centre Committee Fourth
Report

MOVED by Alderman Wheeler, seconded by Mr. Braley
that

THE HAMILTON CONVENTION CENTRE COMMITTEE FOURTH
REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION
ENDORSED:

THAT THE CLEANING CONTRACT FOR THE CENTRE BE
RENEWED WITH WHITE STAR CLEANING FOR A TWO
YEAR PERIOD COMMENCING MAY 1, 1987 AND
TERMINATING ON APRIL 30, 1989, WITH AN OPTION
FOR THE CENTRE TO RENEW FOR ONE FURTHER YEAR,
IN ACCORDANCE WITH THE TENDER ANALYSIS
INCLUDED WITH THE RECOMMENDATION AND
SUPPORTING MATERIAL.

MOTION CARRIED.

The following items were reported for information:

- (i) Management was instructed to draft a
letter to ChairMan Mills clarifying the
position of the Centre with regard to its
Show Services Contract; and, as well, to
develop a list of firms which provide
goods and services (not including Show
Services companies) which may be provided
to clients who do not wish to utilize the
firm with whom the Convention Centre has
a Show Services contract;
- (ii) The Committee agreed to provide \$300. to
the HCC Baseball Team;

- (iii) The Director's Report - March 1987;
- (iv) Correspondence and Comment Card;
- (v) Client Evaluations;
- (vi) Summary of Revenues and Expenditures.

5.2.1 Hamilton Convention Centre Committee
Minutes of March 20, 1987

MOVED by Alderman Wheeler, seconded by Mr. Braley
that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF
MARCH 20, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Hamilton Place Committee Third Report

MOVED by Mr. Hector, seconded by Mr. Cino that

THE HAMILTON PLACE COMMITTEE THIRD REPORT BE
APPROVED.

MOTION CARRIED.

The following items were reported for information:

- (i) Report - Director of Hamilton Place;
- (ii) In future marketing and sales efforts
will be segregated in Hamilton Place
reporting;
- (iii) The Summarized Consolidated Operating
Statement as at March 31, 1987.

5.3.1 Hamilton Place Committee Minutes of March
26, 1987

MOVED by Mr. Hector, seconded by Mr. Cino that

THE HAMILTON PLACE COMMITTEE MINUTES OF MARCH 26,
1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.4 Audit & Finance Committee Fourth Report

MOVED by Dr. Bart, seconded by Mr. Hector that

THE AUDIT & FINANCE COMMITTEE FOURTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE QUOTATION SUBMITTED BY ALL TYPE STORAGE SYSTEMS FOR THE SUPPLY OF PORTABLE WIRE MESH PARTITIONS IN THE TOTAL AMOUNT OF \$14,524.61. BE ACCEPTED; and THAT THIS PURCHASE BE CHARGED TO ACCOUNT NO. 0408-U32783; ADDITIONAL STORAGE AREAS, RINK LEVEL-\$10,000. AND ACCOUNT NO. 0408-U32779; BARRIER, DRAPES, CARPET, ETC. - \$4,524.61.

THAT TRANE CANADA INC. BE AUTHORIZED TO PROCEED WITH MAJOR TEARDOWN/OVERHAUL OF AIR CONDITIONING CENTRAVACS LOCATED AT THE CENTRAL UTILITIES PLANT AND CITY HALL AT A TOTAL COST OF \$40,500. and THAT THIS ITEM BE CHARGED TO ACCOUNT NO. 0408-K72944, MAJOR OVERHAULS.

THAT THE CLEANING CONTRACT FOR THE HAMILTON CONVENTION CENTRE BE RENEWED WITH WHITE STAR CLEANING FOR A FURTHER TWO-YEAR PERIOD ENDING APRIL 30, 1989.

THAT THE TOTAL FEE OF \$14,500. IN RESPECT OF THE 1986 AUDIT OF HECFI BE APPROVED FOR PAYMENT TO PANNELL KERR MACGILLIVRAY.

MOTION CARRIED.

The following items were reported for information:

- (i) The Director of Finance and Administration's Report;
- (ii) HECFI Unaudited Operating Results for the First Quarter Ended March 31, 1987;
- (iii) CUP Unaudited Operating Results for the First Quarter Ended March 31, 1987.

5.4.1 Audit & Finance Committee Minutes of
March 31, 1987

MOVED by Dr. Bart, seconded by Mr. Cino that

THE AUDIT & FINANCE COMMITTEE MINUTES OF MARCH 31,
1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

It should be noted that the motion approving the Consolidated Unaudited Operating Results for HECFI for the Two Month Period Ended February 28, 1987, pages 6 and 7 of the minutes, should be recorded as being moved by Dr. Bart, not Mr. Levitt.

5.5 Canada Cup Booster Club : Banquet

Aldermen Gallagher and Murray reviewed developments with respect to the Booster Club and the proposed Banquet.

6. New Business

6.1 Advertising

Mr. Beattie raised the issue of HECFI advertising and presented, as an example, a full page ad for Artpark. He recommended that staff give consideration to a Spectator supplement advertising the three facilities.

7. Other Business

7.1 HECFI Budget Surplus

Alderman Hinkley made special note of the fact that there was a surplus of \$317,411. for the three facilities during the first quarter. Dr. Bart commented that "this is just the beginning of more to come."

7.2 Hamilton Convention Centre - Wine

Alderman Gallagher reported an incident which occurred at the Convention Centre involving the distribution of wine on the tables. The accepted practice is that one bottle of white and one bottle of red are placed on each table. Alderman Gallagher wished to have two bottles of red rather than one of each but was unable to convince the waitress to alter the practice. Alderman Gallagher requested that staff be instructed not to argue with clients in this regard but to comply with their wishes.

7.2 Copps Coliseum Construction Defect

Mr. Levitt expressed concern that a two year guarantee on the new piping is insufficient. Alderman Hinkley responded stating that the City contracts contain a clause which relates to latent defects which will protect HECFI and the City should a latent defect occur.

8. Date and Location of Next Meeting

Friday, June 12, 1987
9:00 A.M.
Hamilton Convention Centre
Albion "C"

9. Adjournment

MOVED by Alderman Wheeler, seconded by Dr. Bart that

THE REGULAR SESSION OF THE MEETING ADJOURN AT 1:05 P.M.

MOTION CARRIED.

HECFI Board of Directors
Regular Meeting
May 8, 1987

Page 11

TAKEN AS READ AND APPROVED

Alderman B. Hinkley, Chairman

Patricia Bennett, Secretary

STATE OF NEW YORK

IN SENATE
January 10, 1962

REPORT OF THE
COMMISSIONER OF THE DEPARTMENT OF
SOCIAL SERVICES
FOR THE YEAR 1961

DEPARTMENT OF SOCIAL SERVICES

ALBANY, NEW YORK
1962

COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES

JOHN J. MURPHY
ALBANY, NEW YORK
1962

DEPARTMENT OF SOCIAL SERVICES

ALBANY, NEW YORK
1962

ALBANY, NEW YORK
1962

ALBANY, NEW YORK
1962

3.1 Summary of 1987 HECFI BUSINESS PLAN GOALS
AND OBJECTIVES



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

TO: HECFI BOARD OF DIRECTORS
FROM: BRIAN K. CONACHER, MANAGING DIRECTOR/CEO
DATE: June 12, 1987
SUBJECT: SUMMARY OF 1987 HECFI BUSINESS PLAN
GOALS AND OBJECTIVES

- Attached for the Board's information is the proposed format to summarize the 1987 HECFI BUSINESS PLAN GOALS AND OBJECTIVES as requested.
- A lot of time and thought has gone into establishing what information is most pertinent and developing the information form capabilities to collect the required information on an annual basis.
- At this time, the numbers are yet to be filled in. Under the new system, the information will be consistent for all three facilities. However, it requires more time to provide the numbers and it is currently being worked on and will be provided as soon as possible. In the meantime, the format is provided for information.
- When completed, I believe HECFI will have better information than it has previously had with the advantage of it being consistent and comparable for all three facilities; something that does not now exist.
- From a global perspective, these forms and their information will give each Board member a good overview of the whole HECFI corporation.

Respectfully submitted,

Brian K. Conacher,
Managing Director/CEO

Attachments



1987 HECFI BUSINESS PLAN

At the March 13, 1987 meeting of the HECFI Board of Directors, the following amendments were requested with respect to the 1987 HECFI BUSINESS PLAN :

SUMMARY OF 1987 GOALS AND OBJECTIVES

HAMILTON CONVENTION CENTRE :

-Continue marketing mandate transition of changing the mix of business composition from smaller local meetings, banquets, receptions and weddings to larger conventions, meetings and trade/consumer shows, hopefully from outside Hamilton so that there is incremental spin-off benefits to the community at large (hotels, restaurants, retailers etc.). See attached **SCHEDULES 1 & 1A**.

As a result of no longer directing advertising at attracting local business, it's expected that over time there will be a loss of local business. Experience to date has indicated that the loss will probably be very gradual and should be off-set by expanding other areas of business which will see the business mix change with the activity and revenue continuing to grow.

<u>-PARTICULARS</u>	<u>1986 ACTUAL</u>	<u>1987 PROJECTED</u>	<u>INCREASE / DECREASE OVER 1986</u>	
			<u>AMOUNT</u>	<u>%</u>
-Number of Events/ Performances				%
-Number of Event Days				%
-Attendance				%
-Total Revenue from all sources	\$	\$	\$	%
-Total Expenditures from all sources	\$	\$	\$	%
-Municipal Contribution (Budgeted)	\$	\$	\$	%
-Municipal Contribution (Actual)	\$	\$	\$	%
-Year End Surplus/ Deficit	\$	\$	\$	%

NOTES:

1. Number of Event Days includes Move-In/Move-Out/Rehearsal days.
2. Total Revenues from all sources includes licence fees, food and beverage charges, event charges, cigarette sales etc.



HAMILTON
CONVENTION
CENTRE

HAMILTON CONVENTION CENTRE EVENTS ANALYSIS

SCHEDULE 1

TYPES OF EVENTS	1986 ACTUAL				1987 PROJECTED				INCREASE/DECREASE OVER 1986			
	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	
BAUQUETS/ DINNERS	(%) \$	(%)	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
RECEPTIONS	(%) \$	(%)	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
WEDDINGS	(%) \$	(%)	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
MEETINGS	(%) \$	(%)	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
CONVENTIONS	(%) \$	(%)	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
TRADE/ CONSUMER SHOWS	(%) \$	(%)	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
OTHER (Entertainment etc)	(%) \$	(%)	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
TOTAL EVENTS/ PERFORMANCES	-	-	-	-	-	-	-	-	-	-	-	-
MOVE-IN/MOVE-OUT/ REHEARSAL DAYS	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EVENT DAYS	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	-	\$	-	-	\$	-	-	-	-	\$	-	-

NOTES:

1. Total Revenue from all sources includes licence fees, food and beverage charges, event charges, cigarette sales etc.



HAMILTON
CONVENTION
CENTRE

HAMILTON CONVENTION CENTRE EVENTS ANALYSIS

SCHEDULE 1A

ORIGIN OF EVENTS	1986 ACTUAL			1987 PROJECTED			INCREASE/DECREASE OVER 1986		
	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE
LOCAL/COMMUNITY									
-small attendance	(%)	\$	(%)	(%)	\$	(%)	(%)	\$	(%)
-large attendance	(%)	\$	(%)	(%)	\$	(%)	(%)	\$	(%)
PROVINCIAL	(%)	\$	(%)	(%)	\$	(%)	(%)	\$	(%)
NATIONAL	(%)	\$	(%)	(%)	\$	(%)	(%)	\$	(%)
INTERNATIONAL	(%)	\$	(%)	(%)	\$	(%)	(%)	\$	(%)
		\$			\$			\$	

NOTES:

1. LOCAL/COMMUNITY events include those from Greater Hamilton and Burlington.
2. Small attendance events are those of up to approximately 400 people; large attendance events are those of over 400 people.

HAMILTON PLACE THEATRE :

-Continue to provide a balanced program of events designed to enhance the quality of life for Hamiltonians by addressing an expressed community need for educational, cultural and social activities related to the performing arts and to explore the widest possible variety of tastes. See attached **SCHEDULES 2 & 2A.**

<u>-PARTICULARS</u>	<u>1986 ACTUAL</u>	<u>1987 PROJECTED</u>	<u>INCREASE / DECREASE OVER 1986</u>	
			<u>AMOUNT</u>	<u>%</u>
-Number of Events/ Performances:				
GREAT HALL				%
STUDIO THEATRE				%
-Number of Event Days:				
GREAT HALL				%
STUDIO THEATRE				%
-Attendance:				
GREAT HALL				%
STUDIO THEATRE				%
-Revenue from office space rentals	\$	\$	\$	%
-Total Revenues from all sources	\$	\$	\$	%
-Total Expenditures	\$	\$	\$	%
-Municipal Contribution (Budgeted)	\$	\$	\$	%
-Municipal Contribution (Actual)	\$	\$	\$	%
-Year End Surplus/ Deficit	\$	\$	\$	%

NOTES:

1. Number of Event Days includes Move-In/Move-Out/Rehearsal days.
2. Total Revenue from all sources includes revenue from office space rental in Hamilton Place Theatre from the following: HAMILTON PHILHARMONIC ORCHESTRA, OPERA HAMILTON, BACH-ELGAR CHOIR, GERITOL FOLLIES, HAMILTON AND REGION ART COUNCIL, HECFI.



HAMILTON
PLACE
THEATRE

HAMILTON PLACE THEATRE EVENTS ANALYSIS - GREAT HALL SCHEDULE 2

TYPES OF EVENTS	1986 ACTUAL				1987 PROJECTED				INCREASE/DECREASE OVER 1986			
	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	TOTAL REVENUE	TOTAL REVENUE	ATTENDANCE	ATTENDANCE
<u>SYMPHONIC CONCERTS</u>												
- Classical	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Popular	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Children	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
<u>CHORAL CONCERTS</u>												
- Classical/Traditional	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Popular	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
<u>BAND CONCERTS</u>												
- Band	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
<u>ROCK/CONTEMPORARY CONCERTS</u>												
- Rock/Contemporary	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
<u>COUNTRY AND WESTERN CONCERTS</u>												
- Country and Western	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
<u>MUSIC THEATRE</u>												
- Broadway	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Opera	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Ethnic	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Variety/Revue	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
<u>DANCE</u>												
- Classical Ballet	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Modern Dance	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Ethnic	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)



HAMILTON
PLACE
THEATRE

HAMILTON PLACE THEATRE EVENTS ANALYSIS - GREAT HALL (Cont'd)

TYPES OF EVENTS	1986 ACTUAL			1987 PROJECTED			INCREASE/DECREASE OVER 1986		
	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE
THEATRE									
- Plays	(%)	\$	(%)	(%)	\$	(%)	(%)	\$	(%)
- Children's	(%)	\$	(%)	(%)	\$	(%)	(%)	\$	(%)
- Films	(%)	\$	(%)	(%)	\$	(%)	(%)	\$	(%)
VARIETY ENTERTAINMENT	(%)	\$	(%)	(%)	\$	(%)	(%)	\$	(%)
NON-PERFORMANCE EVENTS (Conventions, Meetings etc)	(%)	\$	(%)	(%)	\$	(%)	(%)	\$	(%)
TOTAL EVENTS/ PERFORMANCES	-								
MOVE-IN/MOVE-OUT/ REHEARSAL DAYS	-								
TOTAL EVENT DAYS	-								
TOTALS	-	\$			\$			\$	



HAMILTON
PLACE
THEATRE

HAMILTON PLACE THEATRE EVENTS ANALYSIS - GREAT HALL (Cont'd)

ORIGIN OF EVENTS	1986 ACTUAL				1987 PROJECTED				INCREASE/DECREASE OVER 1986			
	<u>TOTAL EVENTS/ PERFORMANCES</u>	<u>TOTAL REVENUE</u>	<u>ATTENDANCE</u>	<u>TOTAL EVENTS/ PERFORMANCES</u>	<u>TOTAL REVENUE</u>	<u>ATTENDANCE</u>	<u>TOTAL EVENTS/ PERFORMANCES</u>	<u>TOTAL REVENUE</u>	<u>TOTAL EVENTS/ PERFORMANCES</u>	<u>TOTAL REVENUE</u>	<u>ATTENDANCE</u>	<u>ATTENDANCE</u>
LOCAL/COMMUNITY	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
NATIONAL	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
INTERNATIONAL	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)

NOTES:

1. LOCAL/COMMUNITY events include those from Greater Hamilton and Burlington.



HAMILTON
PLACE
THEATRE

HAMILTON PLACE THEATRE EVENTS ANALYSIS - STUDIO THEATRE

SCHEDULE 2A

TYPES OF EVENTS	1986 ACTUAL				1987 PROJECTED				INCREASE/DECREASE OVER 1986			
	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	ATTENDANCE
<u>SYMPHONIC CONCERTS</u>												
- Classical	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Popular	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Children	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
<u>CHORAL CONCERTS</u>												
- Classical/Traditional	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Popular	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
<u>BAND CONCERTS</u>												
- Classical/Traditional	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Popular	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
<u>ROCK/CONTEMPORARY CONCERTS</u>												
- Rock/Contemporary	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Country and Western	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
<u>MUSIC THEATRE</u>												
- Broadway	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Opera	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Ethnic	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Variety/Revue	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
<u>DANCE</u>												
- Classical Ballet	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Modern Dance	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Ethnic	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)



HAMILTON
PLACE
THEATRE

HAMILTON PLACE THEATRE EVENTS ANALYSIS - STUDIO THEATRE

(Cont'd)

TYPE OF EVENTS	1986 ACTUAL				1987 PROJECTED				INCREASE/DECREASE OVER 1986			
	<u>TOTAL EVENTS/ PERFORMANCES</u>	<u>TOTAL REVENUE</u>	<u>ATTENDANCE</u>	<u>TOTAL EVENTS/ PERFORMANCES</u>	<u>TOTAL REVENUE</u>	<u>ATTENDANCE</u>	<u>TOTAL EVENTS/ PERFORMANCES</u>	<u>TOTAL REVENUE</u>	<u>ATTENDANCE</u>	<u>TOTAL REVENUE</u>	<u>ATTENDANCE</u>	<u>ATTENDANCE</u>
THEATRE												
- Plays	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Children's	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
- Films	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
<u>VARIETY ENTERTAINMENT</u>	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
<u>NON-PERFORMANCE EVENTS</u>	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
(Conventions, meetings etc)												
TOTAL EVENTS/ PERFORMANCES	-											
MOVE-IN/MOVE-OUT/ REHEARSAL DAYS	-											
TOTAL EVENT DAYS	-											
TOTALS	-	\$			\$					\$		



HAMILTON
PLACE
THEATRE

HAMILTON PLACE THEATRE EVENTS ANALYSIS - STUDIO THEATRE

(Cont'd)

ORIGIN OF EVENTS	1986 ACTUAL			1987 PROJECTED			INCREASE/DECREASE OVER 1986		
	<u>TOTAL EVENTS/ PERFORMANCES</u>	<u>TOTAL REVENUE</u>	<u>ATTENDANCE</u>	<u>TOTAL EVENTS/ PERFORMANCES</u>	<u>TOTAL REVENUE</u>	<u>ATTENDANCE</u>	<u>TOTAL EVENTS/ PERFORMANCES</u>	<u>TOTAL REVENUE</u>	<u>ATTENDANCE</u>
LOCAL/COMMUNITY	(%)	\$	(%)	(%)	\$	(%)	(%)	\$	(%)
NATIONAL	(%)	\$	(%)	(%)	\$	(%)	(%)	\$	(%)
INTERNATIONAL	(%)	\$	(%)	(%)	\$	(%)	(%)	\$	(%)

NOTES:

1. LOCAL/COMMUNITY events include those from Greater Hamilton and Burlington.

COPPS COLISEUM :

-Continue to create a "major league" entertainment and sports complex so that Hamilton is perceived and accepted as a "major league" City.

-Copps Coliseum will be shut-down for up to 12 weeks (mid-May to mid-July) as a result of replacement of the arena floor due to construction defects. As a result, the 1987 revenue expectations will be significantly and negatively affected. It is impossible to accurately estimate the loss of business. See attached **SCHEDULES 3 & 3A.**

<u>-PARTICULARS</u>	<u>1986 ACTUAL</u>	<u>1987 PROJECTED</u>	<u>INCREASE / DECREASE OVER 1986</u>	
			<u>AMOUNT</u>	<u>%</u>
-Number of Events/ Performances				%
-Number of Event Days				%
-Attendance				%
-Total Revenues from all sources	\$	\$	\$	%
-Total Expenditures from all sources	\$	\$	\$	%
-Municipal Contribution (Budgeted)	\$	\$	\$	%
-Municipal Contribution (Actual)	\$	\$	\$	%
-Year End Surplus/ Deficit	\$	\$	\$	%

NOTES:

1. Number of Event Days includes Move-In/Move-Out/Rehearsal days.



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

COPPS COLISEUM EVENTS ANALYSIS

SCHEDULE 3

TYPES OF EVENTS	1966 ACTUAL				1967 PROJECTED				INCREASE/DECREASE OVER 1966			
	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	TOTAL EVENTS/ PERFORMANCES	TOTAL REVENUE	ATTENDANCE	TOTAL REVENUE	ATTENDANCE	
CONCERTS	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
AMATEUR HOCKEY	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
PROFESSIONAL HOCKEY	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
OTHER AMATEUR SPORTS	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
OTHER PROFESSIONAL SPORTS	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
FAMILY SHOWS	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
TRADE/CONSUMER SHOWS	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
CONVENTIONS	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
OTHERS	(%)	\$	(%)	(%)	\$	(%)	(%)	(%)	(%)	\$	(%)	(%)
TOTAL EVENTS/ PERFORMANCES	-											
MOVE-IN/MOVE-OUT/ REFURISHAL DAYS	-											
TOTAL EVENT DAYS	-											
TOTALS	-	\$			\$					\$		

NOTES:

1. 1967 Projected provides for 12 week (mid-May to mid-July) shut-down to replace arena floor.



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

SCHEDULE 3A

COPPS COLISEUM EVENTS ANALYSIS

<u>ORIGIN OF EVENTS</u>	<u>1986 ACTUAL</u>			<u>1987 PROJECTED</u>			<u>INCREASE/DECREASE OVER 1986</u>		
	<u>TOTAL EVENTS/ PERFORMANCES</u>	<u>TOTAL REVENUE</u>	<u>ATTENDANCE</u>	<u>TOTAL EVENTS/ PERFORMANCES</u>	<u>TOTAL REVENUE</u>	<u>ATTENDANCE</u>	<u>TOTAL EVENTS/ PERFORMANCES</u>	<u>TOTAL REVENUE</u>	<u>ATTENDANCE</u>
LOCAL/COMMUNITY	(%) \$	(%)	(%)	(%)	\$	(%)	(%)	\$	(%)
NATIONAL	(%) \$	(%)	(%)	(%)	\$	(%)	(%)	\$	(%)
INTERNATIONAL	(%) \$	(%)	(%)	(%)	\$	(%)	(%)	\$	(%)

NOTES:

1. LOCAL/COMMUNITY events include those from Greater Hamilton and Burlington.
2. 1987 Projected provides for 12 weeks (mid-May to mid-July) shut down to replace arena floor.

CENTRAL UTILITIES PLANT (CUP) :

-HECFI is administratively responsible to manage and operate the CUP on behalf of The Corporation of the City of Hamilton.

-Continue to manage and operate CUP with objective of controlling expenditures by employing the most efficient and effective management and technical expertise available.

<u>-PARTICULARS</u>	<u>1986 ACTUAL</u>	<u>1987 PROJECTED</u>	<u>INCREASE / DECREASE OVER 1986</u>	
			<u>AMOUNT</u>	<u>%</u>
-Total Expenditures from all sources	\$2,412,541.	\$2,481,270.	\$ 68,729.	2.8 %

NOTES:

1. The CUP provides heat, light, power and the required maintenance to provide these services for the following buildings: Copps Coliseum, Hamilton Convention Centre, Hamilton Place Theatre, City Hall, Hamilton Farmer's Market, Hamilton Central Library, Art Gallery, Ontario Government Building.
2. It is hoped that in the future (possibly as soon as 1988) that a charge-back system can be established to generate off-setting Revenue to the Expenditures.

FACILITY MARKETING/MARKETING SERVICES :

-Continue through creative marketing strategies to maximize the use of each of the 3 facilities in order to generate the flow of dollars into the civic economy and to raise the level of public awareness of the City of Hamilton and the Greater Hamilton area as a major centre of cultural, sports and entertainment activity.

-Because the 1986 HECFI Marketing Plan was not approved until mid-June 1986, many of the goals and objectives have been carried-over into 1987. See attached **SCHEDULE 4.**

-HECFI's 1987 marketing "game-plan" will be to address the specific needs of each of the three component facilities, to provide advertising and promotional support, both pre-sale and post-sale, and to continue to expand a pure public relations approach designed to keep the public awareness of the facilities at a maximum level.

This must, to be considered successful at year's end, result in an increased dollar flow and a long stride toward achieving the marketing objectives inherent in the HECFI mandate.

<u>-PARTICULARS</u>	<u>1986 ACTUAL</u>	<u>1987 PROJECTED</u>	<u>INCREASE / DECREASE OVER 1986</u>	
			<u>AMOUNT</u>	<u>%</u>
-Advertising/Promotion Expenditures	\$300,114.	\$290,000.	\$ (10,114.)	(3.4 %)
-Total Expenditures from all sources	\$871,409.	\$937,780.	\$ 66,371.	7.6 %

1987 HECFI MARKETING GOALS AND OBJECTIVES

<u>1986 Goal</u>	<u>Started But Not Completed 1986</u>	<u>Completed 1986</u>	<u>Carry Over To 1987</u>	<u>Target Date</u>
1. To establish proper marketing units of measurement and budget simulated responses for all marketing activities.	X		X	Apr. 15
2. Develop a monthly marketing monitor and sales reporting system for all facilities and other HECFI principals concerned.	X		X	Apr. 1
3. Develop the proper data storage procedures so that vital information is retained for future planning.	X		X	May 15
4. Develop on a tri-facility basis, a computerized key influencer list and a mailing system.	X		X	May 15
5. Through advertising, direct mail, and direct sales, stimulate interest of regional, national, U.S. and international associations and trade shows, sports promoters, and theatrical promoters to use HECFI's products, with emphasis on national and USA border states.	X	Nearing Completion	X	Apr. 15
6. To work with local Hamilton hotels, Chamber of Commerce, the B.I.A., and tourism attractions to ensure a coordinated and cost effective sales effort.	X	X		Ongoing

<u>1986 Goal</u>	<u>Started But Not Completed 1986</u>	<u>Completed 1986</u>	<u>Carry Over To 1987</u>	<u>Target Date</u>
7. Continue to develop additional and fresh HECFI sales aids and materials.	With ad hoc agency and "in house"	(in part)	X	Ongoing
8. Create a public relations campaign to cover media releases, special events which will publicize the HECFI products; and newsletters to key influencers.		X	(Expanding)	Ongoing
9. Undertake and co-ordinate, when appropriate, with the Region, a series of orientation visits to Hamilton and HECFI facilities for agents, promoters, and potential meeting planners.		X	(Continuing)	Ongoing
10. To communicate effectively with all levels of HECFI participants, directors, and civic groups.	X		X	Ongoing
11. To adopt a booking policy which will ensure balanced programming for the entertainment facilities and which will address the need for educational, cultural, and social activities related to the performing arts.	X		X	Ongoing
12. Assess the impact of the programming of the three facilities on each other.	X		X	Ongoing
13. Analyze 1986 HECFI sales results for indication of needed adjustments in program planning and marketing strategy for 1987.		X	X	Ongoing

HECFI OVERALL (CORPORATE/FINANCE AND ADMINISTRATION) :

- Continue to provide the overall financial and administrative supervisor to maintain, operate, manage, market and promote the HAMILTON CONVENTION CENTRE, HAMILTON PLACE THEATRE and COPPS COLISEUM on behalf of The Corporation of the City of Hamilton and the people of the City of Hamilton.
- From a global perspective, the number one goal, objective and challenge is to expand the Revenue capabilities and potential while controlling and limiting Expenditures.
- Continue to strive to reduce the subsidization by The Corporation of the City of Hamilton.

<u>-PARTICULARS</u>	<u>1986 ACTUAL</u>	<u>1987 PROJECTED</u>	<u>INCREASE / DECREASE OVER 1986</u>	
			<u>AMOUNT</u>	<u>%</u>
-Corporate/Finance & Administration	\$ 655,593.	\$ 651,510.	\$ (4,083.)	(0.6%)
-Box Office - net	\$ (50,684.)	\$ 23,060.	\$ 73,744.	N/A %
-Overall Municipal Contribution (Budgeted)	\$2,154,570.	\$2,341,170.	\$186,600.	8.7 %
-Surplus Carryforward	\$ 278,000.	\$ 139,000.	\$(139,000.)	(50.0 %)
-Overall Municipal Contribution (Actual)	\$1,724,795.	\$2,480,170.	\$ 755,375.	43.8 %
-Year End Surplus/ Deficit	\$ 707,775.	\$ NIL	\$(707,775.)	N/A %

NOTES:

1. In 1987, as a result of the carry forward to 1987 of half of the prior year operating surplus, HECFI's 1987 Municipal Contribution automatically increased by a further \$139,000. for a total of 8.7% over that approved for 1986. This portion of the increase in the Municipal Contribution is beyond the control of HECFI management.

5.1 Copps Coliseum Committee Fourth Report



1987 June 5

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF MAY 27, 1987**

The Copps Coliseum Committee presents its **FOURTH** Report and respectfully recommends the following:

1. Safety for Wheelchairs on Promenade Concourse

That the letter addressed to the Secretary of the Copps Coliseum Committee from Miss Norma Walsh, Staff Resource, dated 1987 April 29 with respect to safety for wheelchairs on promenade concourse, be received for information.

NOTE: Documentation is attached.

2. Copps Coliseum Roof Identification

That a high roof identification sign not be applied to the Copps Coliseum roof.

NOTE: Documentation is attached.

3. The Monarchist League of Canada Request

That the Director of Copps Coliseum be authorized to unveil and display a framed colour photograph of Her Majesty Queen Elizabeth, seated wearing the Order of Canada on her dress; and His Highness The Duke of Edinburgh, standing in ceremonial military uniform, as presented to Copps Coliseum by the Monarchist League of Canada.

NOTE: Documentation is attached.

4. AHL Team Controversy

That the Copps Coliseum Committee seek legal advice from the law firm representing HECFI on allegations made by Mr. Russ Boychuk and on an article in The Hamilton Spectator concerning the refusal of an AHL Team to Hamilton.

NOTE: Unanimous vote.

The following are for information only:

1. Lapel Pins

That the letter addressed to the Secretary of the Copps Coliseum Committee from Mr. Norm Marshall, Public Relations/Promotions Consultant, dated 1987 May 11 with respect to lapel pins, be received for information.

NOTE (i) : Documentation is attached.

NOTE (ii): It was suggested that if a member of the Copps Coliseum Committee is a member of another facility committee, they could request that their committee deal with the item regarding lapel pins for their respective facility.

2. Status Report on Confirmed Events at Copps Coliseum - June to September 1987

That the report entitled Status Report on Confirmed Events at Copps Coliseum - June to September 1987, be received for information.

NOTE: Documentation is attached.

3. MISL Expansion Franchise Seminar

That the report as submitted by the Director of Copps Coliseum entitled MISL Expansion Franchise Seminar, be received for information.

NOTE: Documentation is attached.

4. Consolidated Unaudited Operating Results for HECFI for the Four Month Period Ended April 30, 1987

That the Consolidated Unaudited Operating Results for HECFI for the Four Month Period Ended April 30, 1987, be received for information.

5. Unaudited Operating Results for the C.U.P. for the Four Month Period Ended April 30, 1987

That the Unaudited Operating Results for the C.U.P. for the Four Month Period Ended April 30, 1987, be received for information.

6. Report by the Director of Copps Coliseum

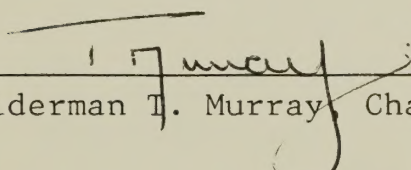
That the report as submitted by the Director of Copps Coliseum, be received for information.

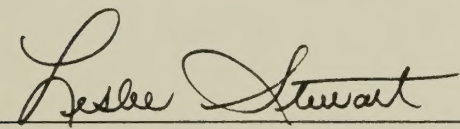
NOTE: Documentation is attached.

7. Date of Next Meeting

The next meeting of the Copps Coliseum Committee will be held on Wednesday, June 24, 1987 at 11:30 a.m. in the Copps Coliseum Board Room.

Respectfully submitted,


Alderman T. Murray, Chairman


Leslee Stewart, Secretary



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

M E M O R A N D U M

FOR ACTION:

☐

FOR INFORMATION:

☒

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 May 13

SUBJECT: Safety for Wheelchairs on Promenade Concourse

RECOMMENDATION:

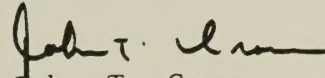
For information purposes only.

Continued /2 ...

BACKGROUND:

The Director of Copps Coliseum will secure a quotation for the purchase and installation of curbs for the wheelchair areas on the Concourse level.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

TO: Mr. John T. Crane
DIRECTOR
COPPS COLISEUM

DATE: 12-14-1981

Enclosed to my letter of 12/14/81 are 100 copies of a letter on our Committee that, in addition to a 30" wide, an 8" - 10" curb should also be installed on the floor. This would prevent the wheelchair from rolling forward and over the concourse floor edge.

For your consideration, please call (404-528-5115) if you have any questions.

Very truly yours,
Mrs. Norma Walsh
Staff Resource



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Regional Advisory Committee for the Physically Disabled
c/o Department of Social Services
119 King Street West, 13th Floor
Hamilton, Ontario

526-4179

Mailing Address:
P.O. Box 910, Hamilton, Ontario
L8N 3V9

April 29, 1987

Ms. Leslee Stewart, Secretary
Copps Coliseum Committee
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Re: Safety for Wheelchairs on Promenade
Concourse

Dear Ms. Stewart:

Further to my letter of April 6, 1987, I am advised by experts on our Committee that, in addition to a 30" rail, an 8" - 10" curb should also be installed on the floor. This would prevent the wheels on any chair from moving forward and over the promenade floor edge.

For your consideration; please call (526-4179) if you have any questions.

Yours sincerely,

Miss Norma Walsh
Staff Resource

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 May 21

SUBJECT: High Roof Identification

RECOMMENDATION:

That a high roof identification sign not be applied to the Copps Coliseum roof.

Continued /2 ...

BACKGROUND:

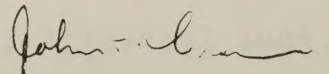
At its meeting held 1986 August 21, The Executive Committee agreed to request the comments of HECFI with regard to placing of the name "Copps Coliseum" on the high roof of the facility in order that same could be easily identified from the air.

In discussing this item with our Marketing people, it was determined that there was no real benefit from a marketing point of view in placing this sign on the roof. It was also determined that the cost of applying a coloured Sarnafill membrane would be too expensive solely for the purpose of identifying the facility from the air.

The application of a coloured Sarnafill membrane in the form and configuration of "Copps Coliseum" applied directly to the roof would cost between seven and ten thousand dollars. This would involve a thorough cleaning prior to application. The Sarnafill product in the orange colour required is only available when ordered in large quantities, ie. it is not a standard colour.

There would be times during the winter when the sign would not be visible and the ongoing maintenance of removing snow and cleaning would be very costly to maintain.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel: 416/526-4450

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 May 13

SUBJECT: Request by The Monarchist League of Canada

RECOMMENDATION:

That the Director of Copps Coliseum be authorized to unveil and display a framed colour photograph of Her Majesty Queen Elizabeth, seated wearing the Order of Canada on her dress; and His Highness the Duke of Edinburgh, standing in ceremonial military uniform, as presented to Copps Coliseum by The Monarchist League of Canada.

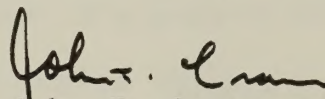
Continued /2 ...

BACKGROUND:

Attached is a letter from The Monarchist League of Canada to Mr. Brian Conacher requesting that a framed colour photograph of Her Majesty Queen Elizabeth, seated wearing the Order of Canada on her dress; and His Highness the Duke of Edinburgh, standing in ceremonial military uniform be displayed in Copps Coliseum. The photograph is 15" x 18" and a plaque affixed will read; "Presented by The Monarchist League of Canada, Hamilton and District 1987".

The Director of Copps Coliseum further suggests that the photograph may be unveiled at the same time as the unveiling of the Victor K. Copps plaque which is scheduled to take place during the Canada Cup series.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

attchm.



THE MONARCHIST LEAGUE OF CANADA
LA LIGUE MONARCHISTE DU CANADA



Dominion Chairman

John L. Aimers
c/o Appleby College,
Oakville, Ont., L6K 3P1
(416) 845-2545
Holidays: (514) 935-0764

HAMILTON & DISTRICT BRANCH

Chairman
Mr. Robert Oldham
4 Ravenscliffe Ave.
Hamilton, Ont., L8P 3M4
(416) 527-2275

Dominion Secretary

Mrs. Felicity Burton
2 Wedgewood Crescent
Ottawa, Ont. K1B 4B4
(613) 824-5225

April 22, 1987

Mr. Brian Conacher
Managing Director
HECFI

Dear Mr. Conacher:

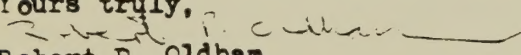
The Monarchist League of Canada has proclaimed ROYAL WEEK MAY 11-MAY 18, 1987 to celebrate the Queen of Canada's official birthday on Victoria Day May 18. In keeping with this celebration the Hamilton and District Branch would like to present Copps Coliseum with a framed colour photograph of Her Majesty Queen Elizabeth, seated wearing the Order of Canada on her dress; and His Highness the Duke of Edinburgh, standing in ceremonial military uniform.

This gift would be for permanent public display so that the hundreds of thousands of citizens who make use of your splendid facility every year could be reminded of our priceless gift of a constitutional monarchy in our nation. This is a recent photograph taken by Josef Karsh, the pre-eminent Canadian portrait photographer and would do justice to your modern building. It is 15"X18" and I would be happy to show it to you before it is presented. It will be presented with a plaque affixed; "Presented by the Monarchist League of Canada, Hamilton and District 1987."

We hope that it could be officially presented to you and His Worship Mayor Morrow sometime between May 11 and May 15, 1987 either at Copps Coliseum or City Hall. Mayor Morrow is in receipt of a letter regarding this and a proclamation of Royal Week.

I look forward to your reply.

Yours truly,


Robert P. Oldham
Chairman Hamilton and District Branch

PATRON OF THE HAMILTON & DISTRICT BRANCH:

The Honourable, Lincoln Alexander, L.M., PC, QC, C.Sp.J., B.A. Lieutenant Governor of Ontario

M E M O R A N D U M

FOR ACTION: ☐

FOR INFORMATION: ☒

TO: Copps Coliseum Committee

COPIES TO: Mr. J. T. Crane
Mr. B. K. Conacher

FROM: Ms. Leslee Stewart
Secretary
Copps Coliseum Committee

DATE: 1987 May 21

SUBJECT: Lapel Pins

RECOMMENDATION:

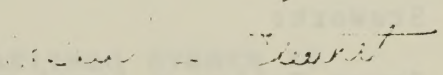
For information purposes only.

BACKGROUND:

At the Copps Coliseum Committee meeting held 1987 March 25 Mr. Casey mentioned that there are no HECFI, Hamilton Place or Convention Centre lapel pins. He added that this committee should look at this idea as this will promote all three facilities, not just Copps Coliseum.

The Secretary was directed to refer this matter to the Marketing Division for their consideration and subsequent recommendation. Their response is attached for the committee's information.

Respectfully submitted,


Leslee Stewart
Secretary, Copps Coliseum Committee

attchm.



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

May 11th, 1987.

Ms. Leslee Stewart,
Secretary,
Copps Coliseum Committee.

Dear Ms. Stewart:

The Copps Coliseum lapel pins were developed originally as a public relations mechanism tied to the opening of the facility and for promotional use in the first year of operation. They have been invaluable as gifts for touring dignitaries and for use during special promotional campaigns - anniversaries, public tours, national and international "event" bids, etc.

Some time ago, I suggested to the Director of Marketing that some thought be given to the development of a similar item for Hamilton Place and the Hamilton Convention Centre. Frankly, I didn't include HECFI because that corporation isn't really in the same category of marketing strategy.

I didn't receive any reply because of the Director's absence due to illness.

We are in the process of re-ordering the Coliseum pins and would welcome a discussion on broadening the concept to include the other two facilities and even HECFI if it were considered to be appropriate.

Yours very truly,

COPPS COLISEUM,

NM:mgm

Norm Marshall,
Public Relations/Promotion
Consultant.



Copps Coliseum

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
FROM : Joe Tsao, Sales Executive, Copps Coliseum
COPIES TO : B. Conacher, Managing Director/Chief Executive
Officer, HECFI
: J. Crane, Director, Copps Coliseum
DATE : May 20, 1987
RE : Status Report on Confirmed Events at
Copps Coliseum - June to September, 1987

June, 1987

0 Confirmed Events:

(Arena floor construction)

July, 1987

1 Confirmed Event:

1. Jehovah's Witnesses Convention
- July 17th, 18th, 19th, 24th, 25th and 26th

August, 1987

1 Confirmed Event:

1. Canada Cup - Pre-tournament Games
: August 16th - U.S.A. vs Canada Olympic Team
: August 22nd - Finland vs Canada Olympic Team
- U.S.S.R. vs Canada
: August 23rd - C.S.S.R. vs Canada

August, 1987 (Continued)

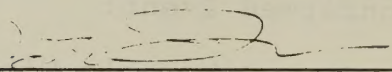
- 2. Canada Cup - Tournament Games
 - : August 30th - Finland vs Canada
 - : August 31st - Sweden vs U.S.A.

September, 1987

1 Confirmed Event:

- 1. Canada Cup - Tournament Games
 - : Sept. 2nd - U.S.A. vs Canada
 - : Sept. 4th - Finland vs C.S.S.R.
 - : Sept. 6th - U.S.S.R. vs Canada
- 2. Canada Cup - Playoff Games
 - : Sept. 8th - Semi-final
 - : Sept. 13th - 2nd Final
 - : Sept. 15th - 3rd Final (if necessary)

JT:mgm



Joe Tsao,
Sales Executive.



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

M E M O R A N D U M

FOR ACTION:

☐

FOR INFORMATION:

☒

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 May 13

SUBJECT: MISL Expansion Franchise Seminar

RECOMMENDATION:

for information purposes only.

Continued /2 ...

BACKGROUND:

The Director of Copps Coliseum attended the first Major Indoor Soccer Seminar which was held in Cleveland, Ohio, on April 14 and 15, 1987.

The topics of discussion at the seminar were as follows:

- State of the Major Indoor Soccer League.
- Major sponsors of the Major Indoor Soccer League.
- What a Major Indoor Soccer League could mean to your facility.
- Operational issues for new franchises.

Mr. Bill Kentling, Commissioner of the Major Indoor Soccer League stated that the League itself had problems during the early stages of development, ie. granting franchises to operators who did not have enough capital to sustain themselves for the first few years of operation, signing European players and paying salaries that neither the team nor the league could afford, poor market research, particularly not knowing who your captured audience should be for soccer. It was later discovered that the older female population and your male adults were most attracted to major soccer. It was also determined that the ethnic community was not your primary focus to attract to the games given the fact that they believe that soccer is a sport that should be played outdoors.

Mr. Kentling closed by stating that the league is now financially solid and will be expanding by two (2) teams for the 1988-89 season. The new franchise fee is one million dollars (\$1,000,000.00) broken down in the category of six hundred thousand dollars (\$600,000.00) soft and four hundred thousand dollars (\$400,000.00) to be paid over a three-year period.

The major sponsors of the Major Indoor Soccer League are:

- Anheuser-Busch
- Metropolitan Life
- J. M. Smucker Company

A representative of the companies above stated that they were very happy and pleased to be associated with the MISL and will be continuing their support to the league.

Mr. Peter Patton, Director of the Richfield Coliseum and home of the Cleveland Force MISL team said that they average 12,000 fans to each of the 35 games played in his facility, and was very pleased with the professionalism exhibited by the team owners and particularly the manner in which they do their marketing, ie.

BACKGROUND: (Continued)

promotion and advertising of the facility. He mentioned the fact that in his view the main reason for the success of the franchise is because the Wolstein Family is totally involved with the team on an ongoing basis and are not absent landlords.

Operational issues for new franchises were discussed by Mr. Scott Wolstein, President of the Cleveland Force, Mr. Bob Bell, owner of the San Diego Sockers and Mr. Mitchell Burke, Deputy Commissioner of the MISL.

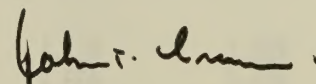
The topics discussed were as follows:

- Financial analysis
- Staffing the front office
- Building a team
- Collective bargaining
- Community relations

I found all of the above topics very interesting, particularly the financial analysis. I was able to obtain a complete financial statement of the Cleveland Force operation. I was also given a Major Indoor Soccer League Pro Forma Franchise Budget for the 1988-89 season. Both of these items are attached to this report.

The Director attended a MISL game between the Cleveland Force and Baltimore Blast while in Cleveland with 15,000 people in attendance. Also attending the seminar and game was Mr. Peter Ham and business associates who own and manage the Hamilton Steelhawks Major Junior "A" Hockey Club.

Respectfully submitted,


John T. Crane
Director

attchms.

3 HOME PLAYOFF GAMES

REVENUES	1983-84 ACTUAL	1984-85 ACTUAL	1985-86 ACTUAL	1986-87 PROJECTED
Season Ticket Sales	\$ 392,356	750,408	714,367	895,000
Advance Ticket Sales & Gate Receipts	1,390,162	937,657	969,756	1,105,000
Gate Receipts - Playoffs	337,624	401,935	699,865	375,000
Outdoor Schedule (net)	11,530	—	—	—
Exhibition Games (net)	7,523	—	1,039	15,000
Loose Revenue	14,898	10,690	36,407	25,000
Program Sales	46,526	29,107	25,171	27,000
Program Advertising	188,202	188,297	174,839	205,900
Novelty Sales	45,532	61,732	41,986	65,350
Promotional Sponsorships	324,005	214,735	344,485	703,968
Dasher Board Revenue	210,244	205,995	214,316	257,532
TV - Local	63,000	83,000	92,911	250,000
TV - Cable	17,500	87,200	—	—
Radio Broadcast Rights	57,774	48,099	31,320	65,000
Player Contract Sales	15,000	—	—	—
League Revenue (broadcasts & royalties)	—	10,334	—	20,000
MISL Franchise sales	—	125,298	—	15,000
Summer Camps	83,929	125,067	178,225	186,875
All Star Game	—	189,521	—	—
Miscellaneous	25,266	22,766	18,830	25,000
Bud Classic	—	—	86,389	200,000
	<u>3,231,071</u>	<u>3,491,841</u>	<u>3,629,906</u>	<u>4,436,625</u>
EXPENSES				
Per Attached Schedule	<u>2,838,241</u>	<u>3,096,730</u>	<u>3,243,003</u>	<u>3,592,643</u>
NET OPERATING SURPLUS	<u>392,830</u>	<u>395,111</u>	<u>386,903</u>	<u>843,982</u>
CAPITALIZED ITEMS				
Equipment Purchases	2,390	43,488	10,910	58,114
Deferred Player Cost	213,525	390,220	222,949	230,872
Leasehold Improvements	—	9,207	148	—
Deposits	—	4,200	—	—
NET SURPLUS	<u>\$ 176,915</u>	<u>(52,004)</u>	<u>152,896</u>	<u>554,996</u>

(a) Includes \$30,005 for current season apportionment of Valentine contract purchase paid for during prior season

	1983-84 ACTUAL	1984-85 ACTUAL	1985-86 ACTUAL	1986-87 PROJECTED
Salaries & Wages				
Players	727,171	742,876	828,342	763,890
Other	355,201	435,108	411,602	415,150
FICA	75,000	73,668	73,990	73,779
FUT	3,993	5,322	8,362	9,500
SUT	22,286	24,072	22,000	20,000
Workers Compensation	44,370	53,984	67,167	32,500
Group Health	44,719	36,927	86,696	115,348
Living Allowance	259,629	295,439	281,647	250,722
Car Allowance	408	—	—	1,200
Housing Allowance	9,522	9,859	6,505	7,000
Furniture Allowance	170	541	2,543	5,146
Immigration Expense	1,373	926	1,077	500
USSF Registration	3,968	896	924	500
Moving Expense	28,356	20,812	10,632	5,000
Tryout Expense	522	399	1,360	1,000
Physical Exams	1,520	5,668	3,430	—
Medical Supplies	9,457	10,791	3,999	20,964
Uniforms	4,327	—	1,126	1,200
Practice Field Expenses	59,666	69,720	69,600	69,600
Scouting Expenses	8,753	5,116	1,981	3,500
Ground Transportation	8,086	8,332	10,991	18,000
Air Travel	99,097	123,536	128,438	86,887
Per Diem	28,089	25,490	21,368	20,828
Team Meals	1,053	168	311	400
Lodging	39,262	38,253	30,369	39,931
Announcer	1,175	1,120	1,580	1,700
Stat Crew	2,505	4,650	3,630	3,840
Physician	1,650	1,886	1,000	—
Coliseum-Rent	202,500	220,950	236,930	261,000
Game Tapes	4,320	7,928	8,557	9,864
Floor Prep	323	—	—	—
Program Preparation	77,313	77,898	86,894	85,000
Missile Magazine	3,185	8,413	—	—
Cost of Sales - Novelties	12,569	13,826	6,491	7,500
Cost of Dashboard Adv.	15,796	8,395	13,838	14,000

page 3

	1983-84 ACTUAL	1984-85 ACTUAL	1985-86 ACTUAL	1986-87 PROJECTED
Media Planning & Negotiating	2,893	2,060	5,300	5,000
Production Costs				
TV & Radio Broadcasts	40,206	—	—	250,000
Advertisements				
-Radio	2,319	6,180	3,371	3,000
-TV	42	7,076	2,585	2,500
-Newspaper & magazines	10,269	7,503	7,517	7,500
Highlight Film	2,074	2,033	1,976	2,000
Media Buys				
Radio & Television	67,861	77,922	35,371	149,535
Newspaper & magazines	49,206	28,596	25,946	81,444
Misc. Printing	39,446	94,003	84,478	139,475
Public Relations	172	169	—	—
Media Guide	6,267	5,234	5,346	5,500
Publications	455	995	1,085	1,000
Clipping Services	1,232	1,419	1,781	2,500
Photo Expense	8,526	638	1,070	200
Opening Night	25	—	—	—
Game Promotions	30,184	29,418	27,154	30,242
Summer Camp Facilities	5,396	13,203	20,019	20,032
Summer Camp Equipment	7,594	13,150	13,415	19,831
Summer Camp Refreshments	174	—	76	—
Summer Camp Directors	5,500	6,250	13,045	29,296
Professional Services	1,200	33,824	23,085	10,000
Accounting	18,000	14,733	10,349	10,000
Temporary Help	2,630	10,116	6,465	7,000
Auto Expense	44,850	27,372	85,789	34,425
Mileage	9,323	6,333	3,849	7,000
Meals	960	508	966	1,000
Entertainment	40,073	48,058	53,652	66,172
Interview Expense	283	902	—	—
Meeting Expense	2,630	2,144	806	3,375
Telephone	43,661	53,836	53,982	40,850
Telex & quip	4,970	3,949	4,071	4,000
Postage	32,801	51,064	41,512	46,158
Rent				
-Office	12,000	18,295	26,406	25,000
-Office Equipment	25,873	16,866	9,644	28,433
-Other	600	—	—	—
League Assessments	124,493	129,270	135,963	100,000
Supplies	7,092	11,312	17,353	27,874
Taxes	8,764	171	156	200
Insurance	8,732	18,701	26,953	34,270
Contributions	4,483	6,460	6,858	6,500
Memberships	1,005	3,006	1,105	1,100
Bank Charges	372	3,443	17,723	14,815
Credit Card Charges	1,905	412	3,264	3,500
Payroll Services	882	988	1,439	1,500
Miscellaneous	3,324	6,149	28,598	16,167
TOTAL	2,838,241	3,096,730	3,243,003	3,592,643

7 HOME PLAYOFF GAMES

REVENUES	1983-84 ACTUAL	1984-85 ACTUAL	1985-86 ACTUAL	1986-87 PROJECTED
Season Ticket Sales	\$ 392,356	750,408	714,367	895,000
Advance Ticket Sales & Gate Receipts	1,390,162	937,657	969,756	1,105,000
Gate Receipts - Playoffs	337,624	401,935	699,865	875,000
Outdoor Schedule (net)	11,530	—	—	—
Exhibition Games (net)	7,523	—	1,039	15,000
Local Revenue	14,899	10,690	36,407	25,000
Program Sales	46,526	29,107	25,171	27,000
Program Advertising	188,292	188,297	174,839	205,900
Novelty Sales	45,532	61,732	41,986	65,350
Proxational Sponsorships	324,005	214,735	344,485	703,968
Dasher Board Revenue	210,244	205,995	214,316	257,532
TV - Local	63,000	83,000	92,911	250,000
TV - Cable	17,500	87,200	—	—
Radio Broadcast Rights	57,774	48,899	31,320	65,000
Player Contract Sales	15,000	—	—	—
League Revenue (broadcasts & royalties)	—	10,334	—	20,000
MISL Franchise sales	—	125,298	—	15,000
Summer Camps	83,929	125,067	178,225	186,875
All Star Game	—	189,521	—	—
Miscellaneous	25,266	22,766	18,830	25,000
Bud Classic	—	—	86,389	200,000
	<u>3,231,071</u>	<u>3,491,841</u>	<u>3,629,906</u>	<u>4,936,625</u>
EXPENSES				
Per Attached Schedule	<u>2,838,241</u>	<u>3,096,730</u>	<u>3,243,003</u>	<u>3,633,893</u>
NET OPERATING SURPLUS	<u>392,830</u>	<u>395,111</u>	<u>386,903</u>	<u>1,302,732</u>
CAPITALIZED ITEMS				
Equipment Purchases	2,390	43,488	10,910	58,114
Deferred Player Cost	213,525	390,220	222,949	230,872
Leasehold Improvements	—	9,207	148	—
Deposits	—	4,200	—	—
NET SURPLUS	<u>\$ 176,915</u>	<u>(52,004)</u>	<u>152,896</u>	<u>1,013,746</u>

(a) Includes \$30,005 for current season apportionment of Valentine contract purchase paid for during prior season

	1983-84 ACTUAL	1984-85 ACTUAL	1985-86 ACTUAL	1986-87 PROJECTED
Salaries & Wages				
Players	727,171	742,876	828,342	769,140
Other	355,201	435,108	411,602	415,150
FICA	75,000	73,668	73,990	73,779
FUT	3,993	5,322	8,362	9,500
SUT	22,286	24,072	22,000	20,000
Workers Compensation	44,370	53,984	67,167	32,500
Group Health	44,719	36,927	86,696	115,348
 Living Allowance	259,629	295,439	281,647	250,722
Car Allowance	408	—	—	1,200
Housing Allowance	9,522	9,859	6,505	7,800
Furniture Allowance	170	541	2,543	5,146
 Immigration Expense	1,373	926	1,077	500
USSF Registration	3,968	896	924	500
Moving Expense	28,356	20,812	10,632	5,000
Tryout Expense	522	399	1,360	1,000
 Physical Exams	1,520	5,668	3,430	—
Medical Supplies	9,457	10,791	3,999	20,964
Uniforms	4,327	—	1,126	1,200
 Practice Field Expenses	59,666	69,720	69,600	69,600
Scouting Expenses	8,753	5,116	1,901	3,500
 Ground Transportation	8,006	8,332	10,991	18,000
Air Travel	99,097	123,536	128,438	86,887
Per Diem	28,089	25,490	21,368	20,828
Team Meals	1,053	168	311	400
Lodging	39,262	38,253	30,389	39,931
 Announcer	1,175	1,120	1,580	1,700
Stat Crew	2,505	4,650	3,630	3,840
Physician	1,650	1,886	1,000	—
Coliseum Rent	202,500	220,950	236,930	297,000
Game Tapes	4,320	7,928	8,557	9,864
Floor Prep	323	—	—	—
 Program Preparation	77,313	77,898	86,894	85,000
Missile Magazine	3,185	8,413	—	—
Cost of Sales - Novelties	12,569	13,826	6,491	7,500
Cost of Dasherboard Adv.	15,796	8,395	13,838	14,000

page 3

	1983-84 ACTUAL	1984-85 ACTUAL	1985-86 ACTUAL	1986-87 PROJECTED
Media Planning & Negotiating	2,893	2,060	5,300	5,000
Production Costs				
TV & Radio Broadcasts	40,206	—	—	250,000
Advertisements				
-Radio	2,319	6,180	3,371	3,000
-TV	42	7,076	2,585	2,500
-Newspaper & magazines	10,269	7,503	7,517	7,500
Highlight Film	2,074	2,033	1,976	2,000
Media Buys				
Radio & Television	67,861	77,922	35,371	149,535
Newspaper & magazines	49,206	28,596	25,946	81,444
Misc. Printing	39,446	94,003	84,478	139,475
Public Relations	172	169	—	—
Media Guide	6,267	5,234	5,346	5,500
Publications	455	995	1,085	1,000
Clipping Services	1,232	1,419	1,781	2,500
Photo Expense	8,526	638	1,070	200
Opening Night	25	—	—	—
Game Promotions	30,184	29,418	27,154	38,242
Summer Camp Facilities	5,396	13,203	20,019	20,032
Summer Camp Equipment	7,594	13,150	13,415	19,831
Summer Camp Refreshments	174	—	76	—
Summer Camp Directors	5,500	6,250	13,045	29,296
Professional Services	1,200	33,824	23,085	10,000
Accounting	10,000	14,733	10,349	10,000
Temporary Help	2,630	10,116	6,465	7,000
Auto Expense	44,850	27,372	85,789	34,425
Mileage	9,323	6,333	3,849	7,000
Meals	960	508	966	1,000
Entertainment	40,073	40,058	53,652	66,172
Interview Expense	283	902	—	—
Meeting Expense	2,630	2,144	806	3,375
Telephone	43,661	53,836	53,982	40,850
Telex & quip	4,970	3,949	4,071	4,000
Postage	32,801	51,064	41,512	46,158
Rent				
-Office	12,000	18,295	26,406	25,000
-Office Equipment	25,873	16,866	9,644	28,433
-Other	680	—	—	—
League Assessments	124,493	129,270	135,963	100,000
Supplies	7,092	11,312	17,353	27,874
Taxes	8,764	171	156	200
Insurance	8,732	18,701	26,953	34,270
Contributions	4,483	6,460	6,858	6,500
Memberships	1,005	3,006	1,105	1,100
Bank Charges	372	3,443	17,723	14,815
Credit Card Charges	1,905	412	3,264	3,500
Payroll Services	882	988	1,439	1,500
Miscellaneous	3,324	6,149	28,598	16,157
TOTAL	2,838,241	3,096,730	3,243,003	3,633,893

11 HOME PLAY OFF GAMES

REVENUES	1983-84 ACTUAL	1984-85 ACTUAL	1985-86 ACTUAL	1986-87 PROJECTED
Season Ticket Sales	\$ 392,356	750,408	714,367	895,000
Advance Ticket Sales & Gate Receipts	1,390,162	937,657	969,756	1,105,000
Gate Receipts - Playoffs	337,624	401,935	699,865	1,375,000
Outdoor Schedule (net)	11,530	—	—	—
Exhibition Games (net)	7,523	—	1,039	15,000
Loss Revenue	14,898	10,690	36,407	25,000
Program Sales	46,526	29,107	25,171	27,000
Program Advertising	188,202	188,297	174,839	205,900
Novelty Sales	45,532	61,732	41,986	65,350
Promotional Sponsorships	324,005	214,735	344,485	703,968
Dasher Board Revenue	210,244	205,995	214,316	257,532
TV - Local	63,000	83,000	92,911	250,000
TV - Cable	17,500	87,200	—	—
Radio Broadcast Rights	57,774	48,099	31,320	65,000
Player Contract Sales	15,000	—	—	—
League Revenue (broadcasts & royalties)	—	10,334	—	20,000
NFL Franchise sales	—	125,298	—	15,000
Summer Camps	83,929	125,067	170,225	186,875
All Star Game	—	189,521	—	—
Miscellaneous	25,266	22,766	18,830	25,000
Bad Classic	—	—	86,389	200,000
	<u>3,231,071</u>	<u>3,491,841</u>	<u>3,629,906</u>	<u>5,436,625</u>
EXPENSES				
Per Attached Schedule	<u>2,838,241</u>	<u>3,096,730</u>	<u>3,243,003</u>	<u>3,675,143</u>
NET OPERATING SURPLUS	<u>392,830</u>	<u>395,111</u>	<u>386,903</u>	<u>1,761,482</u>
CAPITALIZED ITEMS				
Equipment Purchases	2,390	43,488	10,910	58,114
Deferred Player Cost	213,525	390,220	222,949	230,872
Leasehold Improvements	—	9,207	148	—
Deposits	—	4,200	—	—
NET SURPLUS	<u>\$ 176,915</u>	<u>(52,004)</u>	<u>152,896</u>	<u>1,472,496</u>

(a) Includes \$30,005 for current season apportionment of Valentine contract purchase paid for during prior season

	1983-84 ACTUAL	1984-85 ACTUAL	1985-86 ACTUAL	1986-87 PROJECTED
Salaries & Wages				
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Other	355,291	435,108	411,602	415,150
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FUT	3,993	5,322	8,362	9,500
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Medical Supplies	9,457	10,791	3,999	20,964
Uniforms	4,327	—	1,126	1,200
 Practice Field Expenses	59,666	69,720	69,600	69,600
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Stat Crew	2,505	4,650	3,630	3,840
Physician	1,650	1,886	1,000	—
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Summer Camp Equipment	7,594	13,150	13,415	19,831
Summer Camp Refreshments	174	—	76	—
Summer Camp Directors	5,500	6,250	13,045	29,296
Professional Services	1,200	33,824	23,085	10,000
Accounting	18,000	14,733	10,349	10,000
Temporary Help	2,630	10,116	6,465	7,000
Auto Expense	44,850	27,372	85,789	34,425
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Meals	960	508	966	1,000
Entertainment	40,073	40,058	53,652	66,172
Interview Expense	283	902	—	—
Meeting Expense	2,630	2,144	806	3,375
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-Other	680	—	—	—
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Contributions	4,483	6,460	6,858	6,500
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Bank Charges	372	3,443	17,723	14,815
Credit Card Charges	1,905	412	3,264	3,500
Payroll Services	882	988	1,439	1,500
Miscellaneous	3,324	6,149	28,598	16,167
TOTAL	2,838,241	3,096,730	3,243,003	3,675,143

RECEIVED MAY 13 1987

MISL

Expansion Committee
Bert L. Wolstein
Chairman

May 5, 1987

Mr. John Crane
Copps Coliseum
101 York Boulevard
Hamilton, Ontario L8R 3L4

Dear John:

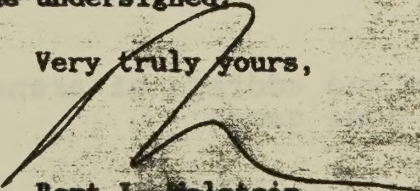
Thank you for attending our recent MISL Expansion Seminar in Cleveland. We hope you found the program to be worthwhile. You certainly saw a great MISL game. I'm sure you now have a better appreciation of the excitement that MISL Indoor Soccer can bring to your arena and your city.

As you know, 15 cities were represented at the Seminar. Several of these cities have indicated their intention to apply for a membership in the MISL for the 1988-89 season. These applications will be reviewed at our MISL annual meeting of the Board of Directors which takes place in late June.

For your convenience, we have enclosed a package of application materials. If you intend to file an application for membership for consideration at our June meetings, a preliminary application should be completed and submitted for our review on or before June 1st.

In the meantime, if you have any questions with regard to the foregoing, please don't hesitate to contact the undersigned.

Very truly yours,


Bert L. Wolstein

BLW:pc

Enclosure

copy sent to Peter Hahn - May 1987

MAJOR INDOOR SOCCER LEAGUE, INC.

APPLICATION FOR MEMBERSHIP

The Applicant, whose name is herein below subscribed, hereby applies for membership in Major Indoor Soccer League, Inc., a Delaware corporation (the "League") and submits the following information in connection with its application. The Applicant agrees that the League may rely upon the completeness and correctness of such information in considering and acting upon this application and that the submission of incorrect information or the failure to submit information required hereunder, if of a material fact and if relied upon by the League in granting the application for membership to the Applicant, may be cause for revocation of membership, if granted to the Applicant.

I. Name, address and telephone number of Applicant:

II. Territorial rights hereby requested:

III. Name and address of arena in which Applicant will play its home games:

- IV. (a) If the Applicant is a proprietorship or partnership, state the names, addresses and percentage of ownership of each proprietor or partner:
- (b) If a corporation, state the name and address of each director and officer:
- (c) If a corporation, state the name, address and percentage of ownership of each stockholder:
- (d) If any of the above described ownership interests in Applicant are being held for or on behalf of any other party, identify such other party and set forth the details:

- V. State the name and address of Applicant's Banking Facility and identify the individual officer to contact:

- VI. List two business references (name, address and telephone number) for each person having an ownership interest as set forth in Paragraph IV hereof which equals or exceeds ten percent:
- VII. State the name, address and type of business presently conducted by each person having an ownership interest as set forth in Paragraph IV hereof which equals or exceeds ten percent (10%):
- VIII. If any party whose name is listed in Paragraph IV hereinabove, or if any Entity in which such a party held a controlling interest has been the principal in any bankruptcy or insolvency proceeding within the last ten years, please set forth specifics:
- IX. If any person whose name is listed in Paragraph IV hereinabove has ever been convicted of a crime (other than that of minor traffic violations), please set forth specifics: (if not, state "NONE")
- X. Name, address and business and resident telephone numbers of person who will vote and otherwise represent Applicant, if membership is granted, and of his alternate:

Any changes in the ownership interest of the Applicant as reported in Paragraph IV hereof must be promptly reported to the League in writing indicating the percentage, name and type of new ownership in the Applicant, previously reported to the League and the information required pursuant to Paragraphs VII, VIII and IX hereof shall be submitted in respect of any such change in ownership. The League reserves the right to approve any such change in ownership in accordance with the applicable provisions of the League's By-Laws as the same now exist or as they may from time to time be duly amended.

IN WITNESS WHEREOF, the undersigned has (have) heretofore affixed his (their hand(s) and seal(s) this _____ day of _____, 1987.

WITNESS:

_____	_____ (Seal)
_____	_____ (Seal)
_____	_____ (Seal)
_____	_____ (Seal)

(If A Corporation)

Attest:

(Corporate Seal) _____
Secretary

By: _____
President

3807i

MAJOR INDOOR SOCCER LEAGUE

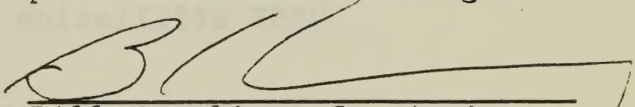
PRO FORMA FRANCHISE BUDGET

1988 - 89 SEASON

April 13, 1987

Prospective Major Indoor Soccer League Franchise Owners:

We have prepared this Pro Forma Budget and Supplemental Schedules to provide you with information regarding potential revenue and expenditures which may be incurred during the first year of operating a Major Indoor Soccer League Franchise. This Budget and Supplemental Schedules are based on assumptions and projections which cannot be verified and which may not be applicable to your particular situation. We, therefore, do not warrant that the loss from operations will not be greater than that projected in the Pro Forma Budget nor that the capital required for the first year of operations will not be greater.



Bill Kentling, Commissioner

MAJOR INDOOR SOCCER LEAGUE
PRO FORMA FRANCHISE BUDGET
1988 - 89 SEASON

SUMMARY - CAPITAL REQUIRED, FIRST YEAR

Net operating loss		\$1,731,300
Less non-cash items		
Amortization (A)	\$32,000	
Depreciation (B)	<u>30,000</u>	62,000
		<u>1,669,300</u>
Plus capital costs		
Franchise fee	\$1,000,000	
Less deferred	<u>800,000</u>	
	\$ 200,000	
Player costs	300,000	
Organization costs	10,000	
Playing surface	75,000	
Team and office equip.	75,000	
USSF affiliation fee	<u>25,000</u>	685,000
<u>CAPITAL REQUIRED, FIRST YEAR</u>		<u>\$2,354,300</u>

MAJOR INDOOR SOCCER LEAGUE
PRO FORMA FRANCHISE BUDGET
1988 - 89 SEASON

SUMMARY - OPERATIONS

<u>TOTAL INCOME</u>		\$1,403,000
<u>EXPENSES</u>		
Team	\$1,645,000	
Game	424,000	
Sales	143,700	
Public relations	155,500	
Advertising and promotion	319,300	
General and administrative	<u>446,800</u>	<u>3,134,300</u>
<u>NET INCOME (LOSS)</u>		<u>(\$1,731,300)</u>

**MAJOR INDOOR SOCCER LEAGUE
PRO FORMA FRANCHISE BUDGET
1988-89 SEASON**

INCOME

Ticket sales - Season	\$ 220,000*
- Group	346,000**
- Regular	473,000***
- Playoff	-0-
- Exhibition	<u>40,000</u>
Gross ticket sales	\$1,079,000
Taxes	<u>61,000</u>
Net ticket sales	<u>\$1,018,000</u>
Publications advertising (SCHD I)	60,000
Publications sales (SCHD I)	25,000
Arena advertising (SCHD II)	250,000
Local TV rights	10,000
Radio rights	14,000
Souvenir sales and royalties (SCHD III)	16,000
Miscellaneous income	<u>10,000</u>
<u>TOTAL INCOME</u>	<u>\$1,403,000</u>

* 1,100 season tickets @ \$200.00
 ** 2,600 per game @ \$4.75
 *** 2,600 per game @ \$6.50

MAJOR INDOOR SOCCER LEAGUE
PRO FORMA FRANCHISE BUDGET
1988 - 89 SEASON

TEAM EXPENSES

Salaries - Players (SCHD IV)	\$ 925,000
Payroll Taxes - Players	68,000
Workmen's Comp. Insur. - Players	70,000
Medical Insurance - Players	45,000
Relocation and Travel Players	60,000
Living Expense Allowances - Players	20,000
Auto Expense Allowances - Players	7,000
Other Compensation and Expenses - Players	35,000
Subtotal Player Costs	<u>\$1,230,000</u>
Salaries Team Management (SCHD IV)	150,000*
Payroll Taxes - Team Management	8,700
Payroll Overhead - Team Management	9,300
Amortization of Player Costs (A)	30,000
Medical Services	3,000
Team Supplies	6,000
Tryout Expense	10,000
Practice Expense	15,000
Team Travel - Air	120,000
- Ground	5,000
- Lodging	30,000**
- Per Diem	18,000
Depreciation- Team Equipment (B)	<u>10,000</u>
<u>TOTAL TEAM EXPENSES</u>	<u>\$1,645,000</u>

* Coach, Assistant Coach, Trainer, Equipment Manager

**May Be Reduced By League Trade-Out Agreement

**MAJOR INDOOR SOCCER LEAGUE
PRO FORMA FRANCHISE BUDGET
1988-89 SEASON**

GAME EXPENSES

Arena Rent	\$300,000
Liability Insurance	50,000
Game Staffing	14,000
Game Production	28,000
Supplies	2,000
Depreciation - Playing Surface (B)	15,000
Ticket/Box Office Costs	<u>15,000</u>

<u>TOTAL GAME EXPENSES</u>	<u>\$424,000</u>
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SALES EXPENSES

Salaries (SCHD IV)	\$100,000*
Payroll Taxes	8,100
Payroll Overhead	9,600
Commissions	10,000
Telephone	5,000
Travel	5,000
Supplies	1,000
Special Events	<u>5,000</u>

<u>TOTAL SALES EXPENSE</u>	<u>\$143,700</u>
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*Sales Director, Three Sales People

**MAJOR INDOOR SOCCER LEAGUE
PRO FORMA FRANCHISE BUDGET
1988-89 SEASON**

PUBLIC RELATIONS

Salaries (SCHD IV)	\$ 42,500*
Payroll Taxes	4,000
Payroll Overhead	2,400
Consultant Fee	-0-
Telephone	2,600
Telex and Fax	7,500
Travel	7,500
Supplies	1,000
Stats Crew	3,000
Video Production	5,000
Publications Production (SCHD I)	<u>80,000</u>

TOTAL PUBLIC RELATIONS

\$155,500

*Public Relations Director, Public Relations Assistant

ADVERTISING AND PROMOTION

Salaries (SCHD IV)	\$ 50,000**
Payroll Taxes	5,000
Payroll Overhead	4,800
Agency Fees	-0-
Media Purchases - Advertising	200,000
Arena Advertising Costs (SCHD II)	30,000
Souvenir Costs (SCHD III)	16,000
Printing	7,500
Telephone	2,000
Travel	2,000
Supplies	<u>2,000</u>

TOTAL ADVERTISING AND PROMOTION

\$ 319,300

**Marketing Director, Marketing Assistant

**MAJOR INDOOR SOCCER LEAGUE
PRO FORMA FRANCHISE BUDGET
1988-89 SEASON**

GENERAL AND ADMINISTRATIVE

Salaries	\$140,000*
Payroll Taxes	10,000
Payroll Overhead	12,000
Temporary Personnel	10,000
Office Rent	12,000
Postage	12,000
Telephone	10,000
Utilities	6,000
Supplies	10,000
Repairs and Maintenance	6,000
Property and Liability Insurance (Other)	18,000
Workmen's Comp. Insur. - Staff	6,000
Legal	10,000
Accounting	6,000
Depreciation - Office Equipment(B)	5,000
Amoritzation (A)	2,000
Bad Debts	2,500
Travel	4,000
MISL Assessments	150,000
USSF Fees	3,300
Letter of Credit and Bank Charges	12,000

TOTAL GENERAL AND ADMINISTRATIVE

\$446,800

*General Manager, Business Manager, Secretary and Typist/Receptionis

MAJOR INDOOR SOCCER LEAGUE
PRO FORMA FRANCHISE BUDGET - SUPPLEMENTAL SCHEDULES
1988-89 SEASON

SCHEDULE I - PUBLICATIONS INCOME

Publications Advertising	\$ 60,000
Publications Sales	25,000
Publications Revenue	<u>\$ 85,000</u>
Less Publications Production	80,000
Net Publications Income	<u><u>\$ 5,000</u></u>

SCHEDULE II - ARENA ADVERTISING INCOME

Arena Advertising Revenue	\$250,000
Less Arena Advertising Costs	30,000
Net Arena Advertising Income	<u><u>\$220,000</u></u>

SCHEDULE III - SOUVENIR SALES AND ROYALTY INCOME

Souvenir Sales and Royalties	\$ 16,000
Less Souvenir Costs	16,000
Net Souvenir Sales and Royalty Income	<u><u>-0-</u></u>

MAJOR INDOOR SOCCER LEAGUE
PRO FORMA FRANCHISE BUDGET - SUPPLEMENTAL SCHEDULES
1988-89 SEASON

SCHEDULE IV - SALARIES

Players	\$925,000
Coach	85,000
Assistant Coach	25,000
Trainer	25,000
Equipment Manager	15,000
Sales Director	40,000
Sales Person	20,000
Sales Person	20,000
Sales Person	20,000
PR Director	27,500
PR Assistant	15,000
Marketing Director	35,000
Marketing Assistant	15,000
General Manager	75,000
Business Manager	35,000
Secretary	17,500
Receptionist/Typist	<u>12,500</u>

TOTAL SALARIES

\$1,407,500

1987 May 20

REPORT BY THE DIRECTOR OF COPPS COLISEUM

5.1 Events

The Beach Boys, as part of a Silver Anniversary Tour returned to Copps Coliseum for a May 8th concert. They played to an audience of approximately 11,000 patrons who enjoyed every minute of the performance.

At the time of writing this report, the Chris De Burgh concert is to take place at the Coliseum. Approximately 6,000 fans will attend this concert of the extraordinary talents of the man who has been called everything from "Folk Balladeer" to "Rock Troubador", and will include hits from eight albums such as "A Spaceman Came Travelling", "Spanish Train", "The Traveller", "Into The Light", and "Lady In Red". At present, Chris lives in a 12th century Norman Castle in Southern Ireland which was the inspiration for his debut album "Far Beyond These Castle Walls".

5.2 General

The Director of Copps Coliseum successfully completed the Advanced Participative Management Program which was held at the University of Guelph from April 27 to May 1, 1987. This program was sponsored by The Ontario Arenas Association in conjunction with the University of Guelph. Subject matter consisted of "Understanding Leadership", "Human Behaviour", "Communications", "Performance Appraisal", "Recruitment", and "Quality of Working Life".

Other staff members who attended training courses at the University of Guelph and sponsored by The Ontario Arenas Association were;

Mr. Dave Kelly, Assistant Events Manager - Ice Making Technology

Mr. Al Stokan, Head Ice Maker - Ice Making Technology

Mr. Bruce Picken, Arena Attendant - Refrigeration

It was with regret that the Director of Copps Coliseum accepted the resignation of Mr. Joel Hines, the Operations Engineer at Copps Coliseum. Mr. Hines has been with us during the commissioning of the Coliseum and we will definitely miss his knowledge and experience of the building very much.

Mr. Hines accepted a position which will pay him more in line based on his qualifications as a Journeyman Refrigeration and Air Conditioning Mechanic. His resignation is to become effective May 25, 1987.

5.3 Technical

Final completion and testing is now being carried out on the following projects;

- Security and Door Alarm System
- Exterior Door Closure Protection
- Sound System Improvements
- Lighting Improvements

The Director is in the process of relocating Volume Food Services and is preparing the space for the Green Room. Prices will be obtained for the following;

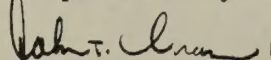
- a) Food and Beverage Severy
- b) Construction of Vestibule
- c) Wall Covering
- d) Washrooms
- e) Furniture

Final touches and testing of the new Honeywell Control Computer System for The Central Utilities Plant is now taking place. When finally completed, the system will have the capability of monitoring, starting and stopping heating, ventilating and air conditioning systems for the following facilities;

- Copps Coliseum
- Convention Centre
- Hamilton Place
- Library/Market
- Art Gallery
- Parking Garage
- Ontario Government Building

Negotiations are now taking place to add City Hall to The Central Utilities Plant Honeywell Control System.

Respectfully submitted,



John T. Crane
Director, Copps Coliseum

5.1.1 Copps Coliseum Committee Minutes of April 22, 1987

COPPS COLISEUM COMMITTEE

Wednesday, April 22, 1987

11:30 A.M.

Copps Coliseum Board Room

PRESENT: Alderman T. Murray, Chairman
Mr. D. Beattie, Vice-Chairman
Alderman J. Gallagher
Mr. D. Braley
Alderman B. Hinkley, Chairman, HECFI

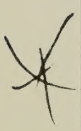
ALSO

PRESENT: Mr. J. Crane
Mr. B. Conacher
Mr. J. Leuser
Ms. L. Stewart, Secretary

REGRETS: Mr. W. McFarland
Mr. T. Casey

The Chairman called the meeting to order at 2:35 p.m.

In Camera Session

 **MOVED** by Alderman Gallagher, seconded by Mr. Casey
that

THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE
BE CONVENED AT 11:35 A.M.

MOTION CARRIED.

The following motions were carried during the In
Camera Session:

THAT THE IN CAMERA MINUTES OF MARCH 25, 1987, BE
APPROVED.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS
COLISEUM - MAY TO AUGUST 1987, BE RECEIVED FOR
INFORMATION.

THAT THE COPPS COLISEUM EVENT REVENUE REPORT - MARCH
1987, BE RECEIVED FOR INFORMATION.

THAT THE MANAGING DIRECTOR/CEO AND THE DIRECTOR OF
COPPS COLISEUM REPORT BACK TO THE COPPS COLISEUM
COMMITTEE WITH A REPORT ON HOW TO IMPLEMENT THE
PROPOSALS FOR THE MARKETING OF THE FIVE (5) PRIVATE
BOXES.

THAT THE LETTER AS SUBMITTED BY THE DIRECTOR OF COPPS
COLISEUM REGARDING PERSONNEL, BE RECEIVED FOR
INFORMATION.

THAT THE DIRECTOR OF COPPS COLISEUM PREPARE A REPORT
ON OVERTIME AT COPPS COLISEUM FOR THE NEXT COPPS
COLISEUM COMMITTEE MEETING AND THAT THIS REPORT ALSO

BE FORWARDED TO THE AUDIT AND FINANCE COMMITTEE FOR THEIR CONSIDERATION.

THAT THE REPORT ENTITLED CENTRAL UTILITIES PLANT, COPPS COLISEUM, OPERATIONAL/PERSONNEL REQUIREMENTS, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE APPROVED.

THAT A REPORT BE PREPARED ON A MONTHLY BASIS ON THE ALLOCATION OF ALL PROMOTIONAL TICKETS.

THAT THE DIRECTOR OF COPPS COLISEUM ENSURE THAT MAXIMUM TESTING OF THE ARENA FLOOR IS CARRIED OUT IN ORDER TO SUBSTANTIATE THAT THE FLOOR IS NOT STABLE.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE ADJOURNED AT 2:35 P.M.

1. Minutes of March 25, 1987

1.2 Motion For Approval

MOVED by Alderman Hinkley, seconded by Alderman Gallagher that

THE MINUTES OF MARCH 25, 1987, BE APPROVED.

MOTION CARRIED.

2. Business Arising From The Minutes

2.1 Handicapped Patrons/Concessions - Condiments

MOVED by Alderman Hinkley, seconded by Mr. Beattie that

IN A LETTER ADDRESSED TO THE SECRETARY OF THE COPPS COLISEUM COMMITTEE FROM NORMA WALSH, STAFF RESOURCE, DATED 1987 APRIL 6, ITEM #1 CONCERNING ACCESSIBILITY TO CONDIMENTS BE IMPLEMENTED AND ITEM #2 CONCERNING A SAFETY RAIL ON PROMENADE CONCOURSE BE INVESTIGATED.

MOTION CARRIED.

3. Marketing

3.1 Status Report On Confirmed Events At Copps Coliseum - May to August 1987

MOVED by Mr. Braley, seconded by Alderman Hinkley that

THE STATUS REPORT ON CONFIRMED EVENTS AT COPPS COLISEUM - MAY TO AUGUST 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. New Business

4.1 Copps Coliseum And The Central Utilities Plant -
Ministry of Energy - Municipal Oil Conversion
And Energy Conservation Program

MOVED by Mr. Beattie, seconded by Alderman Hinkley that

THE REPORT ENTITLED COPPS COLISEUM AND THE CENTRAL
UTILITIES PLANT - MINISTRY OF ENERGY - MUNICIPAL
OIL CONVERSION AND ENERGY CONSERVATION PROGRAM, AS
SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE
RECEIVED FOR INFORMATION.

MOTION CARRIED.

4.2 Central Utilities Plant/City Hall - Bearing
Inspections and Major Overhauls of Trane
Centravacs

MOVED by Alderman Hinkley, seconded by Mr. Braley that

TRANE CANADA INC. BE AUTHORIZED TO PROCEED WITH MAJOR
TEARDOWN/OVERHAUL OF AIR CONDITIONING CENTRAVACS
LOCATED AT THE CENTRAL UTILITIES PLANT AND CITY HALL AT
A TOTAL COST OF \$40,500.00 AND THAT THE AUDIT AND
FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

4.3 Copps Coliseum - Supply of Portable Wire Mesh
Partitions - All Type Storage Systems

MOVED by Alderman Hinkley, seconded by Mr. Beattie
that

THE QUOTATION RECEIVED FROM ALL TYPE STORAGE SYSTEMS
FOR THE SUPPLY OF PORTABLE WIRE MESH PARTITIONS IN
THE TOTAL AMOUNT OF \$14,524.61 BE ACCEPTED, AND THAT
THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD
OF FINANCING.

MOTION CARRIED.

4.4 Unaudited Operating Results For The Central
Utilities Plant For The First Quarter Ended
March 31, 1987

MOVED by Alderman Hinkley, seconded by Mr. Beattie
that

THE UNAUDITED OPERATING RESULTS FOR THE CENTRAL
UTILITIES PLANT FOR THE FIRST QUARTER ENDED MARCH 31,
1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4.5 Unaudited Operating Results For Copps Coliseum
For The First Quarter Ended March 31, 1987

MOVED by Mr. Braley, seconded by Alderman Hinkley that

THE UNAUDITED OPERATING RESULTS FOR COPPS COLISEUM
FOR THE FIRST QUARTER ENDED MARCH 31, 1987, BE
RECEIVED FOR INFORMATION.

MOTION CARRIED.

5. Report By The Director Of Copps Coliseum

MOVED by Mr. Braley, seconded by Alderman Hinkley that

THE REPORT BY THE DIRECTOR OF COPPS COLISEUM, BE
RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Other Business

6.1 Ontario Arenas Association

The Director of Copps Coliseum distributed a letter addressed to him asking for his participation in a number of meetings directly associated with the Ontario Arenas Association. It was mentioned that items of this nature should first be dealt with by the Managing Director/CEO.

MOVED by Alderman Hinkley, seconded by Alderman Gallagher that

THE DIRECTOR OF COPPS COLISEUM BE AUTHORIZED TO
PARTICIPATE IN THE ONTARIO ARENAS ASSOCIATION FOR
A ONE YEAR TERM SUBJECT TO REVIEW AND THAT A REPORT
BE SUBMITTED TO THE COPPS COLISEUM COMMITTEE FOLLOWING
THE ONE YEAR TERM.

MOTION CARRIED.

6.2 Canada Cup Booster Club

Alderman Gallagher advised the committee that Mr. Paul Henderson has accepted the honour of Official Chairman for the Canada Cup series which are to be played at Copps Coliseum this year.

7. Date Of Next Meeting

The next meeting of the Copps Coliseum Committee will be held on Wednesday, May 27, 1987 at 11:30 a.m. in the Copps Coliseum Board Room.

8. Adjournment

MOVED by Alderman Gallagher, seconded by Mr. Braley that

THE MEETING ADJOURN AT 3:00 P.M.

MOTION CARRIED.

Taken as read and approved,

Alderman T. Murray, Chairman

Leslee Stewart, Secretary

THE PURPOSE OF THE COMMITTEE

The main reason for the Large Volume Committee is to provide a forum for the discussion of large volume cases. The committee will meet on a regular basis to discuss cases and to provide advice to the court. The committee will also be responsible for the preparation of reports on the cases discussed.

MEMBERSHIP
The committee will consist of a chair and a number of members. The members will be appointed by the court.

THE CHAIR
The chair will be responsible for the management of the committee and for the preparation of reports.

MEMBERS
The members will be responsible for the discussion of cases and for the preparation of reports.

REPORTS
The committee will prepare reports on the cases discussed. The reports will be submitted to the court.

ADVICE
The committee will provide advice to the court on the cases discussed.

DISCUSSION
The committee will discuss the cases and provide advice to the court.

REPORTS
The committee will prepare reports on the cases discussed.

ADVICE
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ADVICE
The committee will provide advice to the court on the cases discussed.

5.2 Hamilton Convention Centre Committee Fifth Report

Please Note: Items 1 - Full-Time Position - Storeman, and
2 - New Freezer, were both approved by the
Audit & Finance Committee at the June 2nd
meeting.

It should also be noted that Item 3, headed
Director's Report - April 1987, recommends the
retention of a consulting firm. This issue
should be discussed by the full Board.

REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF MAY 29, 1987

The Hamilton Convention Centre Committee presents its FIFTH REPORT for 1987 and respectfully recommends:

1. Full-time Position - Storeman

That the position of Storeman be added to the full-time staff of the Convention Centre, the salary to be determined by classification using the new Pay/Salary Guide. See support material attached as APPENDIX "A".

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2. New Freezer

That the freezer capacity at the Convention Centre be increased with the purchase of a Walk-in Unit from Wilson Gregory Refrigeration, the cost, including taxes and additional expenses for the relocation of electricity and plumbing, being \$10,089.65. For support material, see APPENDIX "B" attached.

Page 9

3. Director's Report - April 1987

It was moved, seconded and carried, that with regard to the heating problems which have persisted at the Convention Centre since its opening, the Board of Directors be requested to direct -

That a firm of consultants be hired to come into the building for the purpose of an examination of the heating/cooling system, with the object of making recommendations for action which would solve the problems presently existing.

This problem is already receiving attention by the Directors of the Convention Centre and Copps Coliseum (Mr. John Crane, who is in charge of the C.U.P.) as stated in the report, and steps are already in effect as a start to getting this problem under control without too much further delay.

For the information of the Chairman and Members, a copy of the Director's Report is attached as APPENDIX "C".

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INFORMATION ITEMS

4. Matters Arising from Previous Meeting

4.1 Attendance of Mr. G. Macaluso

For the benefit of the Managing Director, who was unable to be in attendance at the previous meeting the matter of Mr. Macaluso's visit was discussed. The general consensus was, that having

Mr. Macaluso present to state his views and make suggestions with regard to convention information being passed to his department, and also the matter of Show Services firms working in the Centre, had been a very positive step. It had been possible to make clear that it was not favouritism, but the existence of a contract, that dictated the Centre's recommendation to clients of one particular Show Services Company.

4.2 Draft letter re: Comment Cards

The Director reported that as requested at the previous meeting, he had drafted a letter for the signature of Alderman Hinkley as Chairman of the HECFI Board, to Mr. Macaluso, explaining (for possible transmission to the hotels' managements) about the comment cards used by the three HECFI facilities; he had since learned that the three major hotels indeed already had this system in use, and it was therefore possible the letter would not need to be sent.

5. Correspondence

The committee expressed satisfaction with the correspondence, and it was duly received for information.

6. Comment Cards

Alderman Wheeler commented on the fact that one of the cards complained about the main doors being difficult to find. Management was requested to raise this matter with the Marketing/Sales Department, with a view to investigating the possibility of having more visible signage on Main Street as traffic approaches Hamilton Place and the Convention Centre. The Comment cards were then received for information.

7. Client Evaluations

These were discussed at length and received for information.

8. Summary of Revenue and Expenditure - April 1987.

This report was presented by the Director, Finance/ Administration and received for information; it will be included in the Audit/ Finance Committee Report.

9. Exclusivity

The matter of protection for certain events was discussed at length; the resulting consensus of opinion was that this was the responsibility of management, who could be relied on to use good judgment in each case.

10. Payroll Adjustment (Retroactive)

The Director, Finance/Administration, explained to the committee that he had (at the request of the City) made allowance for the cost-of-living of 2½% from the beginning of the year. He had also set up provision for any adjustments made to the Salary Study. Slight adjustments to the budget may still have to be requested.

11. Building Maintenance

The Director reported that even though the building will be more fully occupied than usual during the summer, it would still be possible to complete all the "housekeeping" functions; in fact, much of the work has already been done or started.

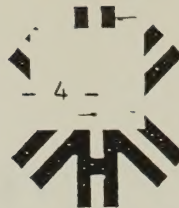
12. Date of next meeting

The date of the next meeting was arranged for June 26, 1987, at 8:00 o'clock a.m.

Respectfully submitted,

TERRY E. YATES, CHAIRMAN
HAMILTON CONVENTION CENTRE COMMITTEE

B. Goddard
Secretary



HAMILTON CONVENTION CENTRE

FROM: William J. Penfold, Director DATE: May 22, 1987
Hamilton Convention Centre

FOR ACTION XXX FOR INFORMATION _____
TO: B O A R D _____ (OR) HAMILTON CONVENTION CENTRE AND
AUDIT/FINANCE COMMITTEES XXX

SUBJECT: Full-time Position - Storeman

RECOMMENDATION:

It is strongly recommended that the Storeman position be added to the Full-time Staff of the Convention Centre, the salary to be determined by classification using the new Pay/Salary Guide.

BACKGROUND:

Attached is full rationale for the hiring of a Storeman at the Centre to carry out the duties as listed on the attached Job Description.

With the increase in revenue at the Centre, this position has changed from part-time to full-time, and it is now necessary to add the Storeman to the Full-time Staff.

The Committees should note that this position is included in the Convention Centre Budget for 1987 and was part of the 1987 Business Plan.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.

MEMORANDUM

MEMO TO: William Penfold *10/14/5*
FROM: Stephen Dockman
DATE: May 12th, 1987
SUBJECT: Full Time Position - Storeman

This position of Storeman has been considered a full time position for a number of years. This individual is invaluable in the operation and control of the loading dock and in the receiving and distribution of goods.

The number of hours worked on a weekly basis constantly exceeds 40 hours and will continue to do so as business steadily increases at the Convention Centre.

It is therefore recommended that this position be given full time status effective July 1st, 1987 at a salary to be determined once the present salary study is accepted.

Stephen H. Dockman
Stephen H. Dockman
Operations Manager

SHD/lp
Attach.

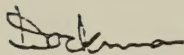
M E M O R A N D U M

MEMO TO: William Penfold
FROM: Stephen Dockman
DATE: May 5, 1986
SUBJECT: Full Time Position - Storeman

Since the opening of the facility in June 1981, it was evident that a Storeman was required to assist the Purchaser/Receiver with her duties. Over the years, this position has become invaluable. The individual in this position is required on a daily basis. A description of the duties for the Storeman is attached for your reference.

A summary of the hours worked by Kevin Blore who has been the Storeman since the position was created is also attached. It should be noted that the weekly average of hours worked does not include any statutory holidays or sick days. As well there is a requirement during the busy season for a storeman seven days a week.

This is a very important position and should be recognized as a full time position. It is therefore recommended that the position of Storeman be given full time status effective January 1, 1987 at a salary to be determined by the proposed salary study.



Stephen H. Dockman
Director of Operations

SHD/lp

Storeman - Kevin Blore

Summary of Hours Worked - September 5, 1985 - April 30, 1986.

<u>Dates</u>	<u>Hours</u>
September 5 - 11	54.75
12 - 18	37.50
19 - 25	45.50
26 - October 2	45.50
October 3 - 9	45.25
10 - 16	48.00
17 - 23	49.50
24 - 30	48.50
31 - November 6	49.00
November 7 - 13	40.50
14 - 20	44.00
21 - 27	32.50
28 - December 4	38.25
December 5 - 11	37.50
12 - 18	44.00
19 - 25	36.00
25 - January 1	18.50
January 2 - 8	40.50
9 - 15	40.00
16 - 22	40.00
23 - 29	41.00
30 - February 5	44.00
February 6 - 12	35.00
13 - 19	40.50
20 - 26	44.25
27 - March 5	45.75
March 6 - 12	32.50
13 - 19	40.50
20 - 26	47.50
27 - April 2	24.00
April 3 - 9	48.00
10 - 16	47.25
17 - 23	46.50
24 - 30	42.00
	<u>1414.00</u>
Weekly average for 34 weeks	<u>41.60</u> hours

STOREMAN

DESCRIPTION OF DUTIES

- 1) Receive food purchases, check against purchase order, deliver to the kitchen and place in freezers and refrigerators. Rotate stock where necessary.
- 2) Receive supplies for all departments and store in appropriate location.
- 3) Receive deliveries for trade shows, mark and store until show move-in and deliver to the booths.
- 4) Fill store room requisition requests for supplies and deliver to the various departments.
- 5) Assist with move-in and move-out of trade shows ie: direct traffic, unloading and shifting vehicles.
- 6) Clean up during and after trade show, return unused supplies to stores seal and put away.
- 7) Sweep loading dock, all stairwells, balcony and store rooms.
- 8) Shovel snow from fire exits and clear ice from entrances during winter.
- 9) Complete monthly inventory of all soft drink cannisters including portable bars as well as assisting with year end inventory.
- 10) Wash loading dock levellers and store rooms. Hose down the loading dock.
- 11) Collect garbage from Hamilton Place on a daily basis. Empty, clean and return bins to their loading dock.
- 12) Compact all garbage daily. Clean compactor room and assist garbage refuse trucks with removal and return of compactor. Hose down area and keep room clean at all times.
- 13) Sort soft drink cannisters for pick up. Rotate and stack new stock.
- 14) Collect and sort empty beer bottles into proper cases and stack for return. Unload beer deliveries and rotate stock.
- 15) Stamp wine deliveries, rotate stock and store.
- 16) Replenish soft drink machine in employee lounge.
- 17) Replace light bulbs in refrigerators and freezers, and in other areas as required.
- 18) Assist maintenance in moving equipment for repairs.
- 19) Assist with pick-up of coins from the bank during shows.



HAMILTON CONVENTION CENTRE

FROM: William J. Penfold, Director DATE: May 22, 1987
Hamilton Convention Centre

FOR ACTION XXX FOR INFORMATION
HAMILTON CONVENTION CENTRE AND
TO: BOARD (OR) AUDIT/FINANCE COMMITTEE S XXX

SUBJECT: New Freezer

RECOMMENDATION:

It is strongly recommended that the Freezer Capacity at the Convention Centre be increased with the purchase of a Walk-in Unit from Wilson Gregory Refrigeration, the cost, including taxes, and additional expenses for relocation of electricity and plumbing, being \$10,089.65.

BACKGROUND:

With the increasing business that the Convention Centre is receiving, there is an urgent requirement to expand the freezer capacity of the Centre.

For the information of the Committees, this piece of equipment was included in the 1987 Capital Budget.

Attached for the Committees' information is a self-explanatory memorandum from the Operations Manager giving further information, together with copies of the proposals received from the refrigeration companies.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.

MEMORANDUM

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: May 20th, 1987

SUBJECT: Freezer

Presently there are two freezers in the facility that are jam-packed, particularly during the busy season. An additional unit will allow us to purchase in bulk, take advantage of sales, and reduce the need for repetitious ordering.

The purchase of this unit will help alleviate crowding of existing freezers and increase the efficiency of the kitchen. The unit would be located in the second floor servery.

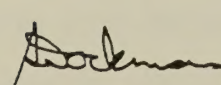
Quotations have been received from the following:

Wilson-Gregory Refrigeration (\$8495.00 + 7% P.S.T.)	\$9089.65
Fox Refrigeration	\$9150.00
Air Tech Services	\$9198.00

All prices include 7% Provincial Sales Tax.

There will be additional costs to relocate the equipment that is presently in that area as well as additional electrical and plumbing costs for the unit itself. These costs are estimated at \$1000.00.

I recommend that we increase the freezer capacity at the Centre by purchasing a walk in unit from Wilson-Gregory Refrigeration in accordance with their quotation. The total price for the freezer including all additional costs is \$10,089.65.


Stephen H. Dockman
Operations Manager

SHD/lp

Wilson - Gregory Refrigeration Ltd.

1228 Advance Road
BURLINGTON, ONTARIO L7M 1G6
335-3831 529-1967

PROPOSAL SUBMITTED TO		PHONE	DATE
Hamilton Entertainment & Convention Facilities			March 20. 1987
STREET		JOB NAME	
101 York St.,			
CITY, PROVINCE AND POSTAL CODE		JOB LOCATION	
Hamilton, Ontario, L8R 3L4			
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Supplying and installing the following refrigeration equipment.

- (1) 1 - 10 ft. x 10 ft. x 7 ft. 6 in. Walk in freezer c/w floor, white baked enamel finish and 1 standard door.
- (2) 1 - Tecumseh condensing unit, model AH2511KU, 2 H. P. water cooled, 208/3/60
- (3) 1 - Hussmann electric defrost evaporator coil, model HLS890E, 230/1/60
- (4) All necessary tubing, armaflex, T. X. Valve, solenoid, time clock, thermostat, drier, indicator, and Freon-502.
- (5) All necessary labour to install the above system.
- (6) One year warranty on all parts and labour.
- (7) An additional four years warranty on the motor compressor only.

NB: All electrical wiring to be done by others.

Provincial Sales Tax extra if applicable.

All plumbing to be done by others.

We Propose hereby to furnish material and labour - complete in accordance with above specifications, for the sum of:

Eight thousand, four hundred and ninety five.....dollars (\$ 8,495.00).

Payment to be made as follows:

Quotation received May 24/87

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Robert J. Gregory

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

FOX REFRIGERATION Inc.

COMMERCIAL REFRIGERATION, AIR CONDITIONING & HEATING CONTRACTORS

Sales & Service

50 NEBO RD. • HAMILTON, ONTARIO L8W 2E3 • TEL. 387-2403

- HUSSMANN REFRIGERATED DISPLAY EQUIPMENT
- CUSTOM BUILT FREEZER & STORAGE ROOMS
- COMPLETE AIR CONDITIONING & HEATING EQUIPMENT (SALES & SERVICE)
- HUSSMETIC CONDENSING UNITS
- AUTOMATIC CHECKOUTS
- STORE PLANNING
- STEEL SHELVING

HAMILTON CONVENTION CENTRE
115 King St. W.
Hamilton, Ontario
L8P 4T9

APR 16 1987

April 13, 1987,

ATTENTION: Arlean Holmes

Dear Madam:

We are pleased to give you the following price and information as requested.

SUPPLY AND INSTALL:

- 1 - Curtis Walk-in Freezer with Floor. Size 10'x10'x8' high. Model # 10108, White baked enamel inside and outside. Galvanized floor. 2'6" x 6'6" Walk-in Freezer Door, with Heated Door Frame and lights.

Including

1. - 1 1/2 HP. Tecumseh Unit. W/C., 208 V., 1 Phase, Freon 12. Condensing Unit mounted on Wall Bracket.

- 1 - KeepRite Freezer Evaporator Coil. Model KUC 102ED

Equipment installed including material, labour, electrical, and tax \$ 9,150.00

"1 year guarantee and free service."

"5 year Compressor Motor warranty."

NOTE: Electrical quoted using electric panel in same room where Walk-in Freezer is located. If electric supply has to be brought in from Main Electric Panel on Main Floor, this will be extra.

Should you require any additional information, kindly let us know.

Yours very truly
FOX REFRIGERATION INC.,

per

M. Gese.

Quotation Received

May 15, 1987

AIR TECH SERVICES INC.

Refrigeration, Air-Cond., Heating

Telephone 573-6120

15 Teal Avenue - Stoney Creek, Ontario - L8E 2P1

Hamilton Convention Centre
115 King St. W.
Hamilton, Ontario
L8P 4T9

Quote No: 87045008
Date: April 23, 1987
Quoted Price for 30 Days

Supply and install all new equipment.

Walk in freezer - 9' 7" wide 9' 7" depth 7' 11" height.

Air cooled roof mounted condensing unit: 208 volts 3ph. 1½hp.
20 ft. of elect. feed line.
10 ft. of drain line.

1 year parts and labour warranty.

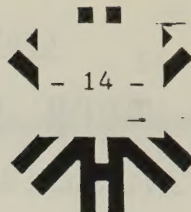
5 year extended compressor warranty.

Parts, labour and taxes

\$9,198.00

Quotation Reconfirmed
By John Postmus

May 20, 1987



HAMILTON CONVENTION CENTRE

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE

FROM THE DIRECTOR

FOR THE MONTH OF APRIL, 1987

INTRODUCTION

The Centre continues to exceed budgeted figures, and April has been no exception. The facility was 36% over budget for the month and 20% over the budget for the year. Additionally, the building was 9% over 1986, and for the second month in a row, revenues exceeded expenses.

OPERATIONS

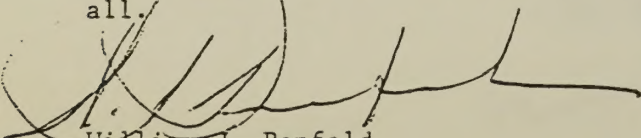
Operations was highlighted by five conventions during April, with the Ontario Separate Schools Trustees Association (400-500 each day), Hamilton Electrical Maintenance Association (400), the Critical Care Conference (300), the Ontario Hearing Aid Association (155) and the Ontario Hooking Craft Guild (650).

Shows also were highlighted during the month, with the A. & P. Food Fair, Wintario, and the Wee Two Doll Show.

Large functions included the Tribute to Gilda Cino, and banquets for the Niagara District Electrical Club, Teen Challenge, Ontario Secondary School Teachers Association, Local 1005, and the Department of Culture and Recreation.

TEMPERATURE CONTROL

The long-standing problem of temperature control was evident again, with several comments from clients regarding heat. The Director has met with Mr. Crane, and steps have been taken again to improve the situation. There will be a representative of C.U.P. at the Convention Centre five days a week, and he will fit into the staff at the Centre. For example, he will attend the service meetings every Tuesday, so that potential temporary problems after hours and on the weekends, as well as during the week days, can be anticipated well in advance and corrected if necessary. Much of the problem with temperature control has been one of communication, and Management will be monitoring the temperature on a day-to-day basis to ensure this perennial problem is solved once and for all.


William J. Penfold
Director

Hamilton Convention Centre

May 22, 1987

5.2.1 Hamilton Convention Centre Committee Minutes
of April 24, 1987

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, April 24, 1987

8:00 o'clock a.m.

Room 314, HCC

PRESENT: Alderman Reg Wheeler, Acting Chairman
Mr. Duncan M. Beattie
Alderman B. Hinkley - Acting Member

Mr. William J. Penfold, Director,
Hamilton Convention Centre
Mr. John A. Leuser, Director,
Finance/Administration, HECFI
Mrs. B. Goddard, Secretary

ALSO PRESENT: Mr. Gabe Macaluso, Director of Visitor and
Convention Services of the Economic
Development Department of the RMH-W

ABSENT: Mr. Terry E. Yates - out of town
Mr. David O. Braley - on other business
Mr. Norman Levitt - on other business
Mr. Fred Bogden, Director
Marketing/Sales Division, HECFI - sickness

Chairman's
Remarks

1. Chairman's Remarks

The Chairman apologized for his lateness which had been due to a misunderstanding regarding the time of the meeting.

Business
Arising
from pre-
vious mtg.

2. Business arising from the previous meeting

This item was discussed first in order that Mr. Macaluso would be free to leave as early as possible.

Information
relating to
confirmed
conventions

Alderman Hinkley opened the discussion, stating that he was concerned that the people in the City who supply goods and services suited to conventions were not receiving regular information from the Convention Centre which would help them in their businesses. At a recent seminar held in the City he had spoken to a gentleman from Washington, who was taken aback to think that this kind of information was not given out as a matter of course; he had also received a letter from ChairMan Mills asking for information. The Alderman stated he had been under the impression the matter had been

resolved in that the Centre should provide the information, and that everyone had been in agreement; however, he had found the matter had only been in discussion and not agreed upon as a definite policy.

The Alderman pointed out that as Mr. Macaluso's Department was the closest thing to a Visitor and Convention Bureau in the City, he does receive information, but apparently not on all events at the Centre - nor does he receive updated information. What Alderman Hinkley wanted was to make sure communication took place, and that everyone understood exactly what should be done. On receipt of information, Mr. Macaluso would provide it to those who requested it, thereby giving satisfaction to business people in the community.

Mr. Gabe
Macaluso

Mr. Macaluso was then invited to address the meeting, and he commenced by requesting a discussion on the ways in which information is compiled. He listed several points of interest among which was the fact that while he does not receive information from the Centre on all events such as banquets and meetings, neither does he receive all the information he could use from the hotels, who are reluctant to have their bookings made common knowledge. Therefore, he never has a true list of all conventions booked in the City. He would like to see a list which would include the names of convenors of conferences and conventions, dates of same etc. made available; he would not give out this information to anyone except bona fide members of the hospitality industry and media. In other cities, there are several meeting consultants, planners etc. but in Hamilton there was only one that he knew of. One of the problems he saw with ChairMan Mills was that they were concerned that they did not know of any events at the Centre besides Conventions. Although he (Mr. Macaluso) was getting information on conventions from the Centre, he did not receive sufficient updated information.

Alderman Hinkley asked Mr. Macaluso if he received any further information after the initial list comes out, and was informed this was not the case, but it should be remembered that conventions are mostly booked more than a year in advance, so he would have notice anyway; with regard to meetings, banquets, weddings, etc. he only received the information a week before the event.

Show Service
Contract

The Director, HCC, informed the meeting that the Convention Centre has a contract with Hamilton Convention & Show Services, who pay 15% to the Centre - other show services companies are under no such obligation, therefore the Centre receives no benefit if they are called in. He explained, in answer to question by Mr. Beattie, that Hamilton

Auxilliary
Programmes

Convention and Show Services has been with the Centre since the building opened and the present contract will expire at the end of October this year; they provide equipment and services in the Centre, and receive a list of events. Mr. Beattie agreed that having regard to the nature of the Centre's contract with the Show Services company, it would be folly on the Centre Management's part to supply any information to firms who have no obligation to the Centre.

Alderman Hinkley asked whether the Show Services company also provided auxilliary programmes, such as tours etc. and was informed by the Director, HCC that this was not so.

The Director, Finance/Administration, pointed out that there was another component to this question - as there is just one show services company connected to the Centre (by way of a contract) there was a close liaison between them and the Events Department, which ensures that a client is well looked after in the building - several different companies would complicate matters.

Alderman Hinkley asked exactly what it is if anything that the Convention Centre is not doing that it could do to make Mr. Macaluso's job easier.

Mr. Macaluso replied that as the Centre has one official supplier of show services (the inside track, Mr. Wheeler pointed out) it puts people like ChairMan Mills in the position of not being able to come in - and asked whether that particular firm had ever been informed that the Centre has a contract - for example, when a convention comes in he would have thought a show services company could have been called in to handle it. The Director pointed out that a list of services is given to the client, but not of show services companies. Alderman Wheeler was under the impression this list was given out by Sales, but was informed by the Director that the Events Department deals with the client once an event is booked, and they will say that Hamilton Convention and Show Services is available to them. If (and only then) the client stated they would prefer someone else, then they are given the names of other companies - we state Hamilton and Convention Show Services because they are our official supplier and we get 15% from them.

In answer to a query by Alderman Hinkley, Mr. Macaluso informed the meeting that his main problem is with confirmed conventions (trade shows and other events are of no concern to him) and that firms in the City want information. The Director pointed out that there would be a problem if the Region were to give ChairMan Mills' name when we already have a contract with a show services company. There could be undercutting which would not always benefit the Centre.

Alderman Wheeler pointed out that a client may not like the idea of there being only one show services company that the Centre recommends - possibly a choice would be preferred. If it were learned that the client would prefer a little competition in this area - would other names be supplied? The Director replied that this would be done.

Alderman Hinkley pointed out there are all kinds of other services such as registration, typing, tours, spousal programmes etc. - clients would surely like to know these could be arranged. He did not think Stronco (Hamilton Convention and Show Services) provided such a range of services, but other businesses in the community should be able to "tap in" so that clients would get these other services. Some convenors like to have people call them - others do not like to be hassled.

The Director, HCC, agreed, but pointed out that the Events Department provide lists of services that are available - if the client agrees that he would like more information and that his name can be given, it will be, but not otherwise.

Mr. Macaluso pointed out that several people are surprised at the number of service companies that exist in Hamilton - they think they would have to bring in a Toronto firm. Mr. Beattie said that although he agreed with Mr. Macaluso, he also noted that there had been no complaints from people that specialized services were not offered; Stronco appeared to be doing a good job. He also wondered whether it were possible that the terms of reference for the tender could be expanded to include Alderman Hinkley's suggestions. The Director pointed out that an information package goes out with every tender and people would ask for assistance in connection with any particular attraction or service they required.

Alderman Hinkley suggested that a space could be included on the tender which would ask: Would you like your name or your organization's name submitted to (Mr. Macaluso) on the understanding that only bona fide suppliers of goods, services, entertainment etc. may contact you? If they say "yes" then Gabe would be informed and the firms requesting information would have the potential of being called. The Director pointed out that this would create a great amount of work for the Sales Department (we have upwards of 1,000 potential clients a year); he would not recommend it. With regard to show services, these could be tendered in order to get one official supplier for each service, and we could get 10 or 15 percent from each. The Show Services contract would probably be re-tendered when it expired. Mr. Macaluso pointed out that Hamilton is a little different

Memberships
in Tourist
and Conven-
tion bureaux

Tourism and Conventions run by the municipality rather than a board. In places like Toronto and Ottawa, where they have Bureaux, members pay X number of dollars a year and the City pays an amount in the millions of dollars; the Bureaux have Boards of Directors with (say) 12 out of 48 members being members of council, with the mayors as honorary members. In return for their membership fees, members receive lists of confirmed conventions with contact names etc. Non-members do not get the list. Mr. Macaluso's problem is that every citizen in Hamilton who pays taxes is a member of the "bureau" here and therefore entitled to the information he has - he could be selective if there were a membership that paid dues. He does not give information to anyone unless he has confirmation from the Convention Centre but firms can still complain that there is no problem with Copps Coliseum, why is it so difficult to get into the Convention Centre? He did not think they were aware the Centre had a Show Services contract.

Alderman Wheeler suggested that a letter be sent to ChairMan Mills stating the Centre has a contract for Show Services, and what it comprises. If they only get a phone call, that would mean nothing - a letter would be preferable. It could also be stated that when the contract expires in October the Centre could be considering re-tendering. Mr. Macaluso added that information should be given to banquet clients who may have people here for more than one day about places to visit; the Director again pointed out that the Events Department already does this.

It was MOVED by Mr. Beattie, seconded by Alderman Hinkley -

THAT A LETTER BE DRAFTED TO CHAIRMAN MILLS, CLARIFYING THE POSITION OF THE CENTRE WITH REGARD TO ITS SHOW SERVICES CONTRACT. Director, HCC

MOTION CARRIED.

Mr. Beattie pointed out that the packages sent by the Centre to clients are very comprehensive and include a substantial amount of advertising for attractions in and around Hamilton and clients can always ask for assistance; as yet he had seen no complaints of lack of information.

Lists for
clients

The Director suggested the problem could be solved by making up a list of what is available, and that list could be given to every client that comes in, by the Events Department. Alderman Wheeler agreed that this could be a start, and it was suggested by Alderman Hinkley that new names could be added to the list from time to time.

Director
HCC

It was MOVED by Alderman Hinkley, seconded by Mr. Beattie -

List of
service
companies

THAT A LIST OF FIRMS SUPPLYING GOODS AND SERVICES FOR CONVENTIONS BE COMPILED, AND THAT NEW NAMES COULD BE ADDED FROM TIME TO TIME. THE LIST WOULD NOT INCLUDE SHOW SERVICE COMPANIES - THEY WOULD COMPRISE A SEPARATE LIST WHICH WOULD BE GIVEN TO CLIENTS WHO DID NOT WISH TO UTILIZE THE FIRM WITH WHICH THE CONVENTION CENTRE HAS A SHOW SERVICES CONTRACT.

Director
HCC

MOTION CARRIED.

Alderman Wheeler expressed the opinion that some progress had been made towards solving the problems under discussion and thanked Mr. Macaluso for attending the meeting.

Mr. Macaluso thanked the (Acting) Chairman and said that over the past year, co-operation between his department and the Centre had vastly improved, mainly because they had a common goal - to make Hamilton a viable convention destination for conventioners.

Mr. Macaluso left the meeting at 9:05 a.m.

Minutes of
previous
meeting

3. Minutes of the Regular meeting held March 27, 1987

It was MOVED by Mr. Beattie, seconded by Alderman Hinkley -

THAT THE MINUTES OF THE REGULAR MEETING HELD MARCH 27, 1987 BE APPROVED AS DISTRIBUTED TO THE MEMBERS.

MOTION CARRIED.

Director's
Report -
March 1987

4. Director's Report - March, 1987

The Director, HCC, presented his report, stating that the first quarter of 1987 had been the best first quarter ever for the Centre. At the end of March, revenue was 11% over 1986 and 54% over 1986 for the month. In relation to budget, the Centre was 13% over for the month and 15% over for the quarter.

March - "Show Month" at the Centre - brought in the Home Show with 25,000 patrons; the Finlay Greenwood Trade Show 2,000; the Science Fair, 1,500 and the Taxaco Canada Exhibits, 300. Some of the other large events were the Ontario English Catholic Teachers' Association Convention which ran for three days with 700 delegates and the Hamilton Philharmonic Auction, 500. Two of the large banquets were the Girl Guides and the Dofasco 75th Anniversary.

"Gripes"
Article

Attached to the Director's report was an article from the latest "Meetings and Conventions" magazine entitled "Gripes" in which it was noted that one of the gripes of clients is that they are pestered by too many sales people.

Pinkertons

The new security firm, Pinkertons, is proving satisfactory now that they have settled in at the Centre.

New Comment Card

Also attached to the Director's report was a sample of a reduced Comment Card which will be placed from time to time at the escalators and on tables during banquets and receptions.

Room rentals up-to-date

The Director also reported that according to the Marketing Plan, menu and room rental prices have been raised and are now in line with the competition.

In Camera Motion

It was MOVED by Mr. Beattie, seconded by Alderman Hinkley -
THAT THE MEETING MOVE IN CAMERA FOR FURTHER DISCUSSION.
MOTION CARRIED.

Correspondence and Comment card

5. Correspondence and Comment Card

Alderman Hinkley mentioned that the recent dinner held for Mr. Braley had been a excellent event, and thanked the Director for the effort put into making it so.

Mr. Beattie remarked that the comment card was very critical, but that most complaints were of a minor nature. The Director informed the meeting that the Operations Manager has been told of the little details starting to creep into the comment cards. The Banquets Department has also been told. This proves the value of comment cards - it keeps everyone alert.

The correspondence was received for information.

Evaluations

6. Client Evaluations

Some small problems were noted and the evaluations received for information.

Summary - Revenue and Expenditures March 1987

7. Summary of Revenue and Expenditures - March 1987

The Director, Finance/Administration, presented his report, pointing out that the year was off to a great start, the first quarter having a budgetary surplus of approximately \$61,000. He also pointed out that there had been an excess of revenue from operations over expenditures for the month of March of \$8,972, which, although not usual, was good. The excess of Expenditures for the first quarter of 1987 was an improvement over the figure for 1986 of almost \$13,000.

In answer to a query by Alderman Wheeler and Mr. Beattie, Mr. Leuser informed the meeting that it had been his original intention to have a written report to present in support of the figures given in the Summary, but time restraints made this impossible, as the Secretary required the Summary in sufficient time to include it with the Agenda material.

Queries re:
Report of
Dir. F/A

The Director, HCC, informed the meeting that it was Mr. Braley's practice to ask if there was anything the Committee should be aware of, whereupon Mr. Leuser would give his comments verbally. Alderman Wheeler suggested that Mr. Leuser should have something ready at the meeting, so that the members could be reassured there was nothing untoward. Mr. Leuser stressed that he has an obligation to keep committees advised and he reaffirmed his intention to continue doing so; certain small items could be dealt with between himself and the Director but anything else would be brought to the attention of the committee.

It was MOVED by Mr. Beattie, seconded by Alderman Hinkley -

THAT THE SUMMARY OF REVENUE AND EXPENDITURE FOR THE MONTH OF MARCH, 1987 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS.

Secretary

MOTION CARRIED.

Other
business

8. Other business

8.1 Financial Support for HCC Baseball Team

HCC Baseball
Team -
donation

This item was included for information, and the Director, HCC and the Director Finance/Administration jointly reported that the sum of \$300 would be expended to support the Convention Centre Baseball Team for the 1987 Season. There was now a special account from which the funds for this and other similar projects could be furnished.

Director

Cleaning
Contract

9. Cleaning Contract

In support of his recommendation for White Star Cleaners to continue as the Convention Centre's cleaning contractor, the Director pointed out that they are experienced with the Centre's requirements; it is also a fact that it takes about six months for any firm to get to know the premises and the way they are operated. The present cleaning supervisor is very knowledgeable of the Centre's requirements in all areas. In comparison to the other bids, the difference between White Star and the first bidder is a nominal \$1,912 over the length of the Contract.

It was MOVED by Alderman Hinkley, seconded by Mr. Beattie -

THAT THE FIRM OF WHITE STAR CLEANERS LIMITED BE AWARDED THE CLEANING CONTRACT FOR THE CONVENTION CENTRE FOR A FURTHER TWO YEAR PERIOD ENDING APRIL 30, 1989.

Director
HCC

MOTION CARRIED

Motion to
move In
Camera

10. Motion to move In Camera

It was MOVED by Mr. Beattie, seconded by Alderman Hinkley -

THAT THE IN CAMERA PORTION OF THE AGENDA BE CONVENED

MOTION CARRIED

Motions
carried at
In Camera
Session

11. Motions carried during In Camera Session

During the In Camera Session the following recommendation was moved, seconded and carried:

THAT A LETTER BE SENT TO MR. GABE MACALUSO, STATING THAT SINCE ALL THE HECFI FACILITIES ARE FINDING COMMENT CARDS AN AID TO BETTER MANAGEMENT, IT MIGHT BE ADVANTAGEOUS TO SOUND OUT THE HOTELS ON THE FEASIBILITY OF SOMETHING SIMILAR BEING INSTITUTED BY THEM.

Director
HCC

MOTION CARRIED.

Date of
next meeting

12. Date of next meeting

It was agreed that the next meeting should be held on Friday, May 29, 1987 at 8:00 o'clock a.m.

Adjournment

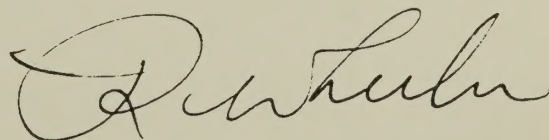
13. Adjournment

It was MOVED by Alderman Hinkley, seconded by Mr. Beattie -

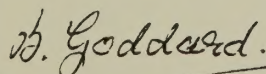
THAT THE MEETING ADJOURN AT 10:42 O'CLOCK A.M.

MOTION CARRIED

Taken as read and approved,



Alderman Reg Wheeler, Acting Chairman
Hamilton Convention Centre Committee



B. Goddard
Secretary

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Approved for Release by NSA on 08-25-2013 pursuant to E.O. 13526

CONFIDENTIAL - SECURITY INFORMATION

5.3 Hamilton Place Committee Fourth Report



REPORT OF THE HAMILTON PLACE COMMITTEE

TO THE BOARD OF DIRECTORS OF THE
HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

The Hamilton Place Committee presents its FOURTH REPORT from its meeting held Thursday, May 28, 1987 and respectfully recommends the following:

1. ANNUAL HIGH SCHOOL PRODUCTION

THAT THE ANNUAL HIGH SCHOOL PRODUCTION BY HAMILTON PLACE IN CONJUNCTION WITH THE HAMILTON BOARD OF EDUCATION BE MOVED TO A HIGH SCHOOL AUDITORIUM AND THAT HAMILTON PLACE CONTINUE TO TRAIN AND EDUCATE HIGH SCHOOL STUDENTS IN THE PERFORMING ARTS AND MAKE THE ANNUAL PRODUCTION AVAILABLE TO THE PUBLIC.

Note: There have been disappointing financial and attendance results with this project for the past two years and the Director suggested it was time to review the situation. The standard of production is still very high and this year's production of THE BOY FRIEND was the best yet but the high costs of production at Hamilton Place along with the necessity of keeping ticket prices low make it impossible not to sustain a loss. The plan is to keep this annual production on Hamilton Place books but move it to a Board of Education facility. It is hoped that the Sir John A. MacDonald theatre with 800 seats will be available and the Director will be discussing this with the Director of the Hamilton Board of Education.

The following are information items:

2. REPORT - DIRECTOR

The Director presented a verbal report updating the Committee with respect to confirmed bookings as well as the 1987 summer programming and the annual high school production. Evaluation forms will be going out shortly. The final form has not been finalized nor has it been compared with the Copps Coliseum form. The Committee had some further suggestions to improve the form.

3. REPORT - ASSISTANT DIRECTOR

The Assistant Director gave an update on Capital and Maintenance projects and School Programming.

The completion of the Studio Theatre floor insulation and refurbishing will take place over the next 10 days. The Proposal Call for a Marquee for Hamilton Place has now been issued. An analysis and review of Proposals that are submitted will be presented to the Hamilton Place Committee for its consideration.

..... 2

This season's school programming has been critically successful but this has not been reflected by the number of students required to make them all a financial success. Additional support, assistance and funding from the Ministry of Citizenship and Culture and the Hamilton Board of Education have been obtained to offset future costs associated with programming for students and more corporate sponsorship will also be sought.

4. REPORT - MARKETING INITIATIVES TO PROMOTE HAMILTON PLACE

A summary of the current Hamilton Place marketing initiatives now underway was prepared by Mary Webb. These initiatives, in addition to the day to day advertising and promotion for the June, July and August attractions, include several television and radio sponsorships and a print campaign in targeted markets to increase Hamilton Place advance monthly calendar priority subscribers and stimulate ticket sales for forthcoming attractions.

5. REPORT - DIRECTOR OF FINANCE AND ADMINISTRATION

The Director of Finance and Administration presented the Summarized Consolidated Operating Statements as at April 30, 1987.

Respectfully submitted,

Jean Faris, Secretary

M E M O R A N D U M

May 26, 1987

TO: Tom Burrows

FROM: Robert Ellison

SUBJECT: Assistant Director's Report

I Studio Theatre Floor Refurbishing and Insulation - \$13,000

The insulation of the Studio Theatre floor was carried out in December of 1986. With time now available, the floor will be refurbished over the next 10 days. This will complete this project.

II Marquee - \$75,000 (approximate)

The Proposal Call for a marquee for the southwest corner of Hamilton Place at Summers' Lane and Main Street has now been issued. An analysis and review of Proposals that are submitted will be presented to the Hamilton Place Committee for their consideration.

III School Programming

It has become obvious with this year's school programming that although the productions that have been presented have been critically successful, this has not been reflected by the number of students required to make them all a financial success.

In order to offset future costs associated with programming for students, we have obtained the support and assistance from the Ministry of Citizenship and Culture through its Class Connections Program. This program allows for direct promotion and advertising of our school shows through print materials, videos and film. This will enable us to raise our visibility considerably but more particularly make teachers aware of the availability of our programmes.

In addition, the Board of Education for the City of Hamilton will supply funding (\$1,250) to help reduce ticket prices and the Boards of Education for Halton and Wentworth County are giving serious consideration to providing additional support. Corporate sponsorship this year in the amount of \$2,500 has been very encouraging and will be expanded on for next season.



May 26, 1987

MARKETING INITIATIVES TO PROMOTE HAMILTON PLACE

The following is a summary of the current Hamilton Place initiatives now underway. The initiatives are in addition to the day to day advertising and promotion for the 14 June, July and August attractions.

1. THE CHCH-TV SPONSORSHIP FOR CAMELOT, WEST SIDE STORY & 42ND STREET
 - has been set up on a 50% paid, 50% CONTRA basis with a paid budget of \$45,000 for the 3 musicals, CHCH-TV is contributing a minimum of \$45,000 in free commercials thus enabling Hamilton Place to run a heavy three week TV campaign for each musical.
2. AZNAVOUR & ZADORA SPONSORSHIP BY CKLH RADIO
 - sponsorship by CKLH-Radio guarantees a minimum of \$2,000 FREE advertising for a \$540.00 expenditure.
3. CHARLEY PRIDE SPONSORSHIP BY CHAM RADIO
 - provided \$2,500 FREE advertising for the \$1,008 paid advertising
4. JOHNNY CASH SPONSORSHIP BY CHAM RADIO
 - guarantees a minimum of \$2,500 FREE advertising for the \$1,008 paid advertising
5. TICKET PROMOTIONS FOR ORBISON, LIGHTFOOT AND CASH
 - on out of town radio will result in \$1,200 FREE advertising.

TOTAL FREE ADVERTISING FROM SPONSORSHIPS & PROMOTIONS
FOR HAMILTON PLACE DURING JUNE, JULY & AUGUST

.....\$53,000.00

continued.....



MARKETING INITIATIVES TO PROMOTE HAMILTON PLACE

page 2

6. \$19,000 WAS REQUESTED AND APPROVED FOR A PRINT CAMPAIGN

- in targeted markets to increase Hamilton Place advance monthly calendar priority subscribers and to stimulate ticket sales for forthcoming attractions. A \$1.00 discount initial membership incentive is being offered for a limited period of time.

A total of 5 half page ads will run as follows:

- Toronto Sunday Star - June 7 & 14
- St. Catharines Standard - June 6 & 13
- Hamilton Spectator - June 6
- For the next step in increasing and sustaining the subscribers' interest we are proposing that the subscribers be given the option to order in advance by phone at the established ticket service charge. Those wishing to use the mail order can still do so but the telephone option would be available to them.

7. TELEPHONE INTERVIEWS FOR AZNAVOUR/ZADORA, LIGHTFOOT, ORBISON & CASH

- are being set up for the Spectator for advance feature stories.



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

TO:
TOM BURROWS
Director, Hamilton Place Theatre

MEMO TO: Brian K. Conacher
Managing Director/CEO

FROM: Thomas B. Burrows
Director, Hamilton Place

DATE: May 8, 1987

SUBJECT: ALLOCATION OF FUNDS TO HAMILTON PLACE
THEATRE PROJECT FROM APPROVED 1987 HECFI
MARKETING PLAN

RECOMMENDATION:

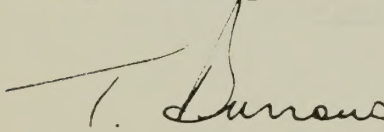
That the expenditure of funds detailed on the attached memorandum be approved by the Managing Director.

BACKGROUND:

- The 1987 Marketing Plan, approved by the HECFI Board, recommends a variety of expenditures from the \$290,000. Advertising and Promotion Budget.
- The Hamilton Place program for the summer of 1987 is a departure from the programming in 1985 and 1986. Although the community, educational and training aspect of the New Faces concept will be retained - the primary thrust for 1987 is concentrated on four major Broadway Musicals - with the purpose of:
 - promoting the usage of Hamilton/HECFI as a vibrant centre of entertainment activity during the highly competitive summer period; exploring new targeted market areas with the strength of major popular attractions and achieving a higher profile in the Metro Toronto and Peninsula Market areas.

- Hamilton Place advertising and promotion expenditures are charged to the Box Office revenue generated by promotions and co-promotions.
- The funds requested meet the purposes and guidelines established and approved by the Board in the 1987 Marketing Plan.
- In the absence of the Marketing Director, decisions concerning expenditures are referred to the Managing Director/CEO for consideration and approval.

Respectfully submitted,


Thomas Burrows
Director
HAMILTON PLACE THEATRE

sb

Approved to proceed
BB
May 14/87

Attachments

cc: Mary Webb, Marketing Services
John Leuser, Director of Finance & Administration
David Hector, Chairman, Hamilton Place Committee

22

Approved
Authorized
Date

Very truly yours,
The Hamilton Bank Trust Corporation

- Hamilton Bank Trust Corporation and its subsidiaries are chartered to the Office of the Superintendent of Banks and Finance.
- The funds received from the Corporation and its subsidiaries are deposited and invested by the Bank in the 1977 market.
- In the absence of the President, the Vice President, or the Secretary, the Board of Directors may exercise the powers of the Corporation.

[Handwritten signatures and initials]

Respectfully submitted,

[Handwritten signature]
President

It is the policy of the Corporation to maintain a strong financial position and to provide a safe and sound environment for its customers. The Corporation is committed to providing the highest quality of service and to maintaining the highest standards of integrity and ethical conduct. The Corporation is also committed to providing a safe and sound environment for its customers and to providing the highest quality of service and to maintaining the highest standards of integrity and ethical conduct.

The Corporation is committed to providing the highest quality of service and to maintaining the highest standards of integrity and ethical conduct. The Corporation is also committed to providing a safe and sound environment for its customers and to providing the highest quality of service and to maintaining the highest standards of integrity and ethical conduct.

5.3.1 Hamilton Place Committee Minutes of
April 23, 1987

HAMILTON PLACE COMMITTEE

REGULAR SESSION

Thursday, April 23, 1987

8:30 A.M.

Hamilton Place Board Room

PRESENT: Mr. D. Hector, Chairman
Alderman R. Wheeler
Alderman B. Hinkley
Dr. C. Bart
Mr. T. Casey

ALSO PRESENT: Mr. T. Burrows
Mr. B. Conacher
Mr. J. Leuser

REGRETS: Mr. S. Cino
Mr. R. Ellison

1. Chairman's Remarks

The following motions were carried during the In-Camera Session:

THE IN-CAMERA SESSION BE CONVENED.

THE IN-CAMERA MINUTES OF MARCH 26, 1987 BE APPROVED.

THE PROPOSED REVISED PROGRAMMING FOR SUMMER 1987 BE APPROVED; and THAT FINANCIAL SUPPORT FROM THE INNOVATIVE PROGRAMMING FUND BE APPROVED.

THE HAMILTON PLACE COMMITTEE PRESENT A FINAL OFFER OF A \$7,000. REDUCTION IN THE THEATRE AQUARIUS TOTAL INVOICING.

MANAGEMENT PROVIDE A MONTHLY REPORT WITH RESPECT TO THE COMPLIMENTARY TICKETS AT HAMILTON PLACE.

THE IN-CAMERA SESSION BE ADJOURNED AT 10:03 A.M.

2. Minutes of March 26, 1987

MOVED by Alderman Wheeler, seconded by Alderman Hinkley that
THE MINUTES OF MARCH 26, 1987 BE APPROVED.

MOTION CARRIED.

Alderman Wheeler queried in respect of the proposed marquee whether consideration of extending the sign over the sidewalk was given. Mr. Burrows responded stating that all bidders have been requested to recommend adaptations to the marquee; as well, Mr. Burrows to specifically inform bidders that this particular suggestion should be considered.

3. Motion to Move In-Camera

The In-Camera Session was conducted prior to the Regular Session; moved by Alderman Wheeler, seconded by Dr. Bart at 8:30 a.m.

4. Business Arising from the Minutes

4.1 Report - Director of Hamilton Place

Mr. Burrows presented a verbal report to the Committee as well as draft Hamilton Place Evaluation forms for the Committee's review. It was agreed that the proposed forms will be discussed at next month's meeting; Mr. Burrows will use the draft forms in the interim.

4.2 Report - Assistant Director

Mr. Burrows advised that Mr. Ellison could not be in attendance this morning but that full reporting had been provided in the Director's report.

5. Report - Director of Marketing

Alderman Hinkley requested, in the Director of Marketing's absence, a report outlining marketing initiatives to date for all three facilities. Mr. Burrows stated that in future the marketing and sales efforts will be segregated in the Hamilton Place reporting.

6. Report - Director of Finance and Administration

The Director of Finance & Administration presented the Summarized Consolidated Operating Statement as at March 31, 1987.

7. New Business

7.1 Box Office

Mr. Hector reported that he has received a complaint in regards to the Box Office as follows: (i) the Box Office telephone number is not listed in the directory; (ii) the person was put on hold for a long period of time; (iii) telephone service does not provide a seat location whereas if a patron buys a ticket in person at the Box Office, a seat location is given.

Mr. Leuser reported that the Marketing Department was responsible for the advertisements/listing in the telephone directory; Mrs. Spencer will investigate and report on the long "hold"; and that once the new Box Office/Mail Room offices are complete it is planned that service with respect to seat location will be provided over the telephone.

7.2 Telephone Recording

Alderman Wheeler suggested the use of a recording which details upcoming events at the facilities when a client/patron is put on "hold". Mr. Leuser reported that this is planned once the telephone room is complete. The use of a T.V. monitor for people standing in line waiting to purchase tickets is also planned and is included in the capital budget for this year.

8. Other Business

9. Date of Next Meeting

May 28, 1987
8:30 A.M.
Hamilton Place Board Room

10. Adjournment

The meeting adjourned at 10:30 a.m.

TAKEN AS READ AND APPROVED

Mr. D. Hector, Chairman

Patricia Bennett, Acting Secretary

5.4 Audit & Finance Committee Fifth Report



REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE AUDIT/FINANCE COMMITTEE
MEETING OF JUNE 2, 1987

The Audit/Finance Committee presents its FIFTH Report and respectfully recommends:

1. Hamilton Convention Centre Committee

1.1 Full-time Position - Storeman

That the Storeman position be added to the full-time staff of the Hamilton Convention Centre, with the salary to be determined by classification using the new pay/salary guide.

Note: For the information of the Members of the Board, this item was approved at the Hamilton Convention Centre Committee at its meeting on May 29, 1987. This position is included in the Convention Centre Budget for 1987 and was part of the 1987 Business Plan.

1.2 Purchase of New Freezer

- (a) That a walk-in freezer for the Convention Centre be purchased from Wilson Gregory Refrigeration of Burlington, Ontario, at a total cost of \$10,089.65 which includes taxes and additional expenses of \$1,000.00 for required electrical and plumbing work; and
- (b) That this purchase be charged to work-in-progress expenditure account number 0408-K72924.

Note: This purchase was fully provided for in the 1987 Capital Budget. For the information of the Members of the Board, the Hamilton Convention Centre Committee, at its meeting on May 29, 1987, approved this purchase.

2. HECFI Special Events Subsidy Fund Applications

2.1 The Hamilton Minor Hockey
Championship - April 11, 1987

That the minimum basic building fee of \$6,000 and the event sheet charges of \$963.73 for the use of Copps Coliseum for the Hamilton Minor Hockey Championship on April 11, 1987 be financed from the HECFI Special Event Subsidy Fund.

Note: The HECFI Special Events Subsidy Fund Application Form is attached as Schedule "A".

2.2 Ringette Tournament - April 18, 1987

That the minimum basic building fee of \$6,000 and the event sheet charges of \$373.70 for the use of Copps Coliseum for the Ringette Tournament on April 18, 1987 be financed from the HECFI Special Events Subsidy Fund.

Note: The HECFI Special Events Subsidy Fund Application Form is attached as Schedule "B".

2.3 The Canadian Society of Laboratory
Technologists - June 20-26, 1987

That \$7,500 in rental charges for the use of the Hamilton Convention Centre by the Canadian Society of Laboratory Technologists on June 20 - 26, 1987 be financed from the HECFI Special Events Subsidy Fund.

Note: Management recommended to the Committee that this organization's request of a \$13,575 subsidy for the use of the Hamilton Convention Centre be granted. The total rental charges are \$24,012.50. The HECFI Special Events Subsidy Fund Application Form is attached as Schedule "C".

3. Awarding of Tender -
Transport & Storage of Monies

That HECFI award the tender in respect of the transportation and storage of monies to Brink's Canada Limited for the period of June 1, 1987 - December 31, 1988.

Note: The lowest of two bids received. Background and analysis of tender attached as Schedule "D".

The following are items for information only:

1. Director of Finance and Administration's
Report

Attached as Schedule "E".

2. HECFI Consolidated Unaudited Operating Results for the
Four Month Period Ended April 30, 1987

Attached as Schedule "F".

3. CUP Unaudited Operating Results for
the Four Month Period Ended April 30, 1987

Attached as Schedule "G".

4. Economic or Cost of Living
Adjustments

Attached as Schedule "H".

RESPECTFULLY SUBMITTED

W. H. McFarland "per JM."

W. H. MCFARLAND, CHAIRMAN
AUDIT/FINANCE COMMITTEE

J Mills

Joan M. Mills, Secretary
Audit/Finance Committee



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "A" referred to
in Section 2.1 of the
FIFTH Report of the
Audit/Finance Committee
meeting of June 2, 1987

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND must be approved/rejected by the HECFI Board of Directors prior to the event actually taking place.
- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

April, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** Hamilton Minor Hockey Championships
2. **EVENT DATE(S):** April 11th, 1987
3. **FACILITY(IES):** Copps Coliseum

4. **HECFI MANAGEMENT RECOMMENDATION:**

That the minimum Basic Building Fee of \$6,000 and the Event Sheet Charges of \$ 963.73 for the use of Copps Coliseum for Hamilton Minor Hockey Championship on April 11, 1987 be financed by the HECFI Special Event Subsidy Fund.

Date: May 13th, 1987

5. **HECFI AUDIT & FINANCE COMMITTEE RECOMMENDATION:**

That the minimum basic building fee of \$6,000 and the event sheet charges of \$963.73 for the use of Copps Coliseum for the Hamilton Minor Hockey Championship on April 11, 1987 be financed from the HECFI Special Event Subsidy Fund.

Date: June 2, 1987

6. **HECFI BOARD OF DIRECTORS RECOMMENDATION:**

Date: _____, 19__

7. **PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:**

Hamilton Entertainment and Convention Facilities Inc.
Full Legal Name Required of Person(s)/Organization(s)

Address: 101 York Blvd.

Hamilton ON

L8R-3L4
Postal Code

416-527-7900
Telephone Number

Contact Person(s): Joe Tsao

101 York Blvd, Hamilton

L8R-3L4
Postal Code

416-527-7900
Telephone Number

8. **HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?**

☐
yes

☒
no

*If YES it should be attached hereto.

9. **IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?**

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- | | | | |
|---|--------------------------------------|-------------------------------------|--------------------------|
| - | IS THE ORGANIZATION PROFIT ORIENTED? | ☐ | ☐ |
| | | yes | no |
| - | IS THE ORGANIZATION NON-PROFIT? | ☒ | ☐ |
| | | yes | no |
| - | IS THE ORGANIZATION CHARITABLE? | ☐ | ☐ |
| | | yes | no |

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. (HECFI) has been set up to maintain, operate, manage, market and promote the HAMILTON CONVENTION CENTRE, HAMILTON PLACE THEATRE and COPPS COLISEUM on behalf of The Corporation of the City of Hamilton and the people of the City of Hamilton.

12. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Brian Conacher	101 York Blvd.	527-7900

13. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

- Hamilton Minor Hockey Championships

14. HOW MANY PEOPLE WILL ATTEND THE EVENT?

3,000

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER
HAMILTON? minimal

15. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

The event is a further extension of a continuing effort to raise public awareness of the Coliseum through personal participation by those citizens whose tax dollars...now and in the future...must support it. This event is invaluable from a public relations stand point. Both the City of Hamilton and HECFI share the accrued benefit.

16. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

Yes ☒ No ☐

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes ☒ No ☐

17. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

Yes ☐ No ☒

If YES, give explanation:

18. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

_____ people x _____ days x \$ _____ + =\$ _____

- Not applicable -- as this event is different from a convention or meeting.

19. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

Please see item 15.

20. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

Copps Coliseum is prepared to negotiate for this event as follows:

Basic Building Fee

A minimum flat fee of \$6,000. per day.

Event Staff/Event Sheet Charges

The costs of all Event Staff and Event Sheet Charges as documented on an Event Sheet.

21. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes ☐ No ☒

If "YES", what is the dollar amount? - \$ _____

22. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
\$ 6,963.73

23. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? - \$ NIL

24. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?

\$6,963.73

25. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes ☐

No ☒

26. HECFI MANAGEMENT APPROVALS:

Facility Director - _____ Date: _____

Facility Director - _____ Date: _____

Facility Director - E. Halden for J. T. Crane Date: 87 May 25

Director of Finance & Administration - John A. Lensen Date: May 19/87

Managing Director/CEO - Bruce Munster Date: May 19/87

*Check box if support documentation attached -

April, 1987



INVOICE

CORPORATION OF THE CITY OF HAMILTON

TREASURY DEPT. CITY HALL HAMILTON ONTARIO L8N 3T4

FIGURE PRINTED ABOVE IS OF
RECEIPT FOR THE AMOUNT PA

The Corporation of the City of Hamilton
Dept. of Culture & Recreation
71 Main Street West
Hamilton, Ontario
L8N 3T4

DATE 1987 April 21

FOR OFFICE USE ONLY

Re: Hamilton Minor Hockey Championships

\$963.73

Cr. 8510 - 963.73

*Account to be
charged 0267*

Wm. Hamilton

Note: This invoice is due & payable
on or before May 8, 1987

FORM 221 (REV 01-78)

PLEASE PAY
THIS AMOUNT

963.73

HECFI

67455

INVOICE NUMBER

PLEASE REMIT THIS COPY WITH PAYMENT

MOORE J SPEEDPLY © MCP PATENTE



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 0

Tel. 416/526-4

INVOICE

No. 7422

April 14, 1987

Corporation of the City of Hamilton
Dept., of Culture & Recreation
71 Main Street West
Hamilton, Ontario

Re: Hamilton Minor Hockey Championships

Re: Copps Coliseum
April 11, 1987

Settlement Hamilton Minor Hockey Championships

\$963.73

TO: Bob TIME: _____

Balance due

\$963.73

DATE: April 27

attached is all
data Re: Playdown
Charges @ Coliseum.
See invoice 00175
for \$399.59.

Castiglioni claims
and other charges
don't apply.

Doug
Can you advise on
the release of
these invoices?
R



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/521-9900

C O P P S C O L I S E U M

E V E N T S E T T L E M E N T S H E E T

ATTRACTION: HAMILTON MINOR HOCKEY CHAMPIONSHIP

DATES APRIL 11, 1987

PROMOTER/AGENCY: CULTURE & RECREATION DEPARTMENT

GROSS BOX OFFICE SALES -

\$

LESS - SALES ADMISSION TAXES -

EXPENSES:

Licence Fee

\$

Box Office Fee -

Credit Card Service

Fee 3% of \$

Event Charges per attach.

963.73

963.73

LESS ADVANCE DEPOSIT

963

BALANCE DUE AND PAYABLE TO THE HAMILTON ENTERTAINMENT
AND CONVENTION FACILITIES INC.

\$ 963

PROMOTER/COMPANY MANAGER

R. DiFilippo
THE HAMILTON ENTERTAINMENT
AND CONVENTION FACILITIES



Copps Coliseum

Victor K. Copps
Trade Centre/Arena

EVENT: Wrestling: Hulk Hogan vs. Jimmy Snuka

DATE: Saturday April 17

LABOUR	NO. OF STAFF	HOURS WORKED				TOTAL	EQUIPMENT		
		REG.	RATE	HO/T	RATES				
EVENT SUPERVISOR							STAGE RENTAL		
DOOR CAPTAIN	1	1	8 ⁵⁰			102.00	BASKETBALL FLOOR		
DOOR STAFF							SECURITY FENCE		
HEAD USHER							TABLES		
USHERS						148.75	CHAIRS		
TICKET TAKERS							BACK DROP		
BOX OFFICE SUPERVISOR							FORKLIFT		
TICKET SELLERS							BASIC SOUND SYSTEM		
WASHROOM ATTENDANTS							SCOREBOARD		
TECHNICIANS							ORGAN		
BUILDING ATTENDANTS							SPOTLIGHTS		
RINK RATS	1	1	7 ⁵⁰			102.00	ELECTRICAL DEMAND		
EXTRA LABOUR							FOOD		
STAGEHANDS							BEVERAGES		
CLEANING SUPERVISOR							DAMAGES		
CLEANING CREW							OTHER		
MEDICAL ATTENDANTS									
SECURITY -- IN HOUSE	1	1	7 ⁵⁰			112.50			
- CONSTABLES									
- SERGEANTS									
- T. SHIRT									
OTHER									
TOTAL LABOUR						518.25	TOTAL EQUIPMENT		

SUMMARY:

TOTAL LABOUR 518.25

TOTAL EQUIPMENT 399.59

SUB TOTAL 917.84

ADMINISTRATION CHARGE 45.89

TOTAL 963.73

COMMENTS:

TURNSTILE COUNT: _____

FOR COPPS COLISEUM: 602



**Copps
Coliseum**

Victor K. Copps
Trade Centre Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

EVENT CHARGES

DATE:

11 April 87.

FUNCTION:

Minor Hockey Playoffs.

1 DOOR CAPTAIN

8⁰⁰ AM - 8⁰⁰ PM

12.00⁰⁰ h

/ IN HOUSE SECURITY

8⁰⁰ AM - 11⁰⁰ PM

15.00⁰⁰ h

MEDICAL STAFF

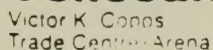
T-SHIRT SECURITY

HAMILTON WENTWORTH
REGIONAL POLICE

CONSTABLES

SARGEANT(S)

[Signature]



101 York Bo
Hamilton, C
Canada L8

Tel. 416/526

11. Apr 87

EVENT:

Minor Honey Rays 5:5.

TOT

Darcy Theal	Worked Through Shift.	8 ⁰⁰ AM	8 ⁰⁰ PM	1d
Sid Tindson	Worked Through Shift.	8 ⁰⁰ AM	11 ⁰⁰ PM	=15
			TOTAL	2.

[Signature]



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boul.
Hamilton, Ont.
Canada L8R

Tel. 416/526-4

EVENT CHARGES

DATE: April 11, 1987

FUNCTION: Minor Hockey

1 HEAD TICKET TAKER

TICKET TAKERS

1 HEAD USHER

1 UNIFORM USHER

USHERS

6 x 3
2 x 4 $\frac{1}{4}$

18
8 $\frac{1}{2}$

SEAT MARKERS

EXIT DOORS

Saturday April 11/87

8:30-11:30 J Beaver ✓ J Beaver 8-15 am 11-30
C Miller ✓ Cheryl Miller 8:15 am - 11

11:30-2:30 I McElroy ✓ I McElroy 11:15 2³
T Goddard ✓ T. Goddard 11:15 2³

2:30-5:30 N. Gratta ✓ Nicky Gratta 2:00
C. Baker ✓ Charmaine Baker 2:15

5:30-9:00 E. Casagrande ✓ Elena Casagrande 5:1
4 1/4 P. McKinnon ✓ Cathy McKinnon 5:16

DATE April 12, 1987.

NO/N 00175

VOLUME CONCESSION SERVICES INC.

• Mike Castiglione
• City of Hamilton
TO: • Culture and Recreation Dept.
A: • Hockey Playdowns

REMIT TO: PAYER A: • VOLUME CONCESSION SERVICES, INC. 7599
• Copps Coliseum
• 101 York Blvd.
• Hamilton, Ontario
L8R 3L4

TERMS: NET CASH — 10 DAYS / TERMES: NET COMPTANT — 10 JOURS

Media Lounge

	AMOUNT MONTANT
Sub-Total	323.45
7% Tax	22.64
Gratuity	32.35
4hr Labour	<u>21.00</u>
Total	399.59

WHITE/BLANC — CUSTOMER COPY/COPIE DU CLIENT

VOLUME CONCESSION SERVICES INC.

GROUP BOOKING FORM

GROUP: Mike Castiglione - Culture & Recreation Dept
 DATE: Apr 11 1982 City of Hamilton
 CUSTOMER COUNT: 270
 LOCATION: Media Lounge Hockey Playdowns
 SERVICE TIME: various

MENU	PRICE/UNIT	ADD/DELETE	COST/UNIT
175 sand @ 1.25 each	218.75		
24 juice @ .45 ea.	10.80		
150 cups coffee @ 4.5 ea.	67.50		
48 pop @ .55 ea.	26.40		
Ice 1420	N/C		

TOTAL UNIT PRICE 323.45
 7% TAX 22.64
 GRATUITY 32.35
 LABOUR 4L 21.00
 TOTAL 399.59

ADD/DELETE

ACTUAL TOTAL

TOTAL PRICE _____ : CUSTOMER COUNT _____ = _____ PER PER

WE ACKNOWLEDGE THE ABOVE MENU AND CONSIDER IT TO BE RENT FREE.

SIGNATURE: Jan Elder

ORDERED BY: M. Castiglione

CONFIRMED BY: K. Mullin

COPPS COLISEUM

101 YORK BLVD./HAMILTON, ONTARIO L8R 3L4/TELEPHONE: (416) 521-0323

N.B. Billing City of Hamilton
 Culture and recreation Dept
 Hockey Playdowns.



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "B" referred to
in Section 2.2 of the
FIFTH Report of the
Audit/Finance Committee
meeting of June 2,

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must** be approved/rejected by the HECFI Board of Directors prior to the event actually taking place.
- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

April, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** Ringette Tournament
2. **EVENT DATE(S):** April 18th, 1987
3. **FACILITY(IES):** Copps Coliseum
4. **HECFI MANAGEMENT RECOMMENDATION:**

That the minimum Basic Building Fee of \$6,000 and the Event Sheet Charges of \$ 373.70 for the use of Copps Coliseum for Ringette Tournament on April 18th, 1987 be financed by the HECFI Special Event Subsidy Fund.

Date: May 13th, 1987

5. **HECFI AUDIT & FINANCE COMMITTEE RECOMMENDATION:**

That the minimum basic building fee of \$6,000 and the event sheet charges of \$373.70 for the use of Copps Coliseum for the Ringette Tournament on April 18, 1987 be financed from the HECFI Special Event Subsidy Fund.

Date: June 2, 1987

6. **HECFI BOARD OF DIRECTORS RECOMMENDATION:**

Date: _____, 19__

7. PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:

Hamilton Entertainment and Convention Facilities Inc.
Full Legal Name Required of Person(s)/Organization(s)

Address: 101 York Blvd.

Hamilton ON

L8R-3L4 416-527-7900
Postal Code Telephone Number

Contact Person(s): Joe Tsao

101 York Blvd, Hamilton

L8R-3L4 416-527-7900
Postal Code Telephone Number

8. HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?

☐
yes

☒
no

*If YES it should be attached hereto.

9. IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- | | | | |
|---|--------------------------------------|-------------------------------------|--------------------------|
| - | IS THE ORGANIZATION PROFIT ORIENTED? | ☐ | ☐ |
| | | yes | no |
| - | IS THE ORGANIZATION NON-PROFIT? | ☒ | ☐ |
| | | yes | no |
| - | IS THE ORGANIZATION CHARITABLE? | ☐ | ☐ |
| | | yes | no |

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. (HECFI) has been set up to maintain, operate, manage, market and promote the HAMILTON CONVENTION CENTRE, HAMILTON PLACE THEATRE and COPPS COLISEUM on behalf of The Corporation of the City of Hamilton and the people of the City of Hamilton.

12. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Brian Conacher	101 York Blvd.	527-7900

13. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

- Ringette Championships

14. HOW MANY PEOPLE WILL ATTEND THE EVENT?

500

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER
HAMILTON? minimal

15. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

The event is a further extension of a continuing effort to raise public awareness of the Coliseum through personal participation by those citizens whose tax dollars...now and in the future...must support it. This event is invaluable from a public relation stand point. Both the City of Hamilton and HECFI share the accrued benefit.

16. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

Yes ☒ No ☐

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes ☒ No ☐

17. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

Yes ☐ No ☒

If YES, give explanation:

18. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

_____ people x _____ days x \$ _____ + =\$ _____

- Not applicable -- as this event is different from a convention or meeting.

19. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

Please see item 15.

20. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

Copps Coliseum is prepared to negotiate for this event as follows:

Basic Building Fee

A minimum flat fee of \$6,000. per day.

Event Staff/Event Sheet Charges

The costs of all Event Staff and Event Sheet Charges as documented on an Event Sheet.

21. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes ☐ No ☒

If "YES", what is the dollar amount? - \$ _____

22. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?

\$ 6,373.70

23. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? - \$ NIL

24. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?

\$ 6,373.70

25. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes ☐

No ☒

26. HECFI MANAGEMENT APPROVALS:

Facility Director - _____ Date: _____

Facility Director - _____ Date: _____

Facility Director - John A. Lunn Date: May 19/87

Director of Finance & Administration - John A. Lunn Date: May 19/87

Managing Director/
CEO Bruce Sander Date: May 19/87

*Check box if support documentation attached -

April, 1987



INVOICE

CORPORATION OF THE CITY OF HAMILTON

TREASURY DEPT. CITY HALL HAMILTON ONTARIO L8N 3T4

FIGURE PRINTED ABOVE IS OFFICIAL
RECEIPT FOR THE AMOUNT PAID

Bob Sugden
Culture & Recreation Department
City Hall

DATE 1987 April 29

Re: Copps Coliseum - April 18, 1987
Ringette Championships

\$373.70

Note: This invoice is due & Payable
on or before May 18, 1987

FORM 221 (REV 01/78)

PLEASE PAY
THIS AMOUNT

373.70

HECFI

68536

INVOICE NUMBER

CUSTOMER COPY

MOORE 3 SPEEDPLY • MCP • PATENTED 1983-1986





Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

INVOICE

No. 7444

April 21, 1987

BOB SUGDEN
CULTURE AND RECREATION DEPARTMENT
CITY HALL

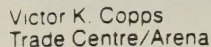
Re: Copps Coliseum
April 18, 1987

City of Hamilton Ringette Championships - Settlement
(See Attached Sheet For Details)

\$ 373.70

Balance Due

\$ 373.70



101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

C O P P S C O L I S E U M

E V E N T S E T T L E M E N T S H E E T

CITY OF HAMILTON

ATTRACTION: RINGETTE CHAMPIONSHIPS

DATES APRIL 18, 1987

BOB SUGDEN

PROMOTER/AGENCY: CULTURE AND RECREATION DEPARTMENT

GROSS BOX OFFICE SALES -

\$ NIL

LESS - SALES ADMISSION TAXES -

NIL

EXPENSES:

Licence Fee

\$

Box Office Fee -

Credit Card Service

Fee 3% of \$

Event Charges per attach.

373.70

373.70

LESS ADVANCE DEPOSIT

373.70

BALANCE DUE AND PAYABLE TO COPPS COLISEUM

\$ 373.70

PROMOTER/COMPANY MANAGER

R. Di Filippo
THE HAMILTON ENTERTAINMENT
AND CONVENTION FACILITIES INC.

Copps Coliseum

Victor K. Copps
Trade Centre/Arena

EVENT: CITY OF HAMILTON KINETIC CHAMPIONSHIP DATE: Saturday April 18/8

EVENT SUPERVISOR					
DOOR CAPTAIN	1	2	8 ⁵⁰	=	68.00
DOOR STAFF					
HEAD USHER					
USHERS	2	15	7 ⁵⁰	=	112.50
TICKET TAKERS					
BOX OFFICE SUPERVISOR					
TICKET SELLERS					
WASHROOM ATTENDANTS					
TECHNICIANS					
BUILDING ATTENDANTS					
RINK RATS	1	7 1/2	7 ⁵⁰	=	52.50
EXTRA LABOUR					
STAGEHANDS					
CLEANING SUPERVISOR					
CLEANING CREW					
MEDICAL ATTENDANTS					
SECURITY - IN HOUSE	1	7 1/2	7 ⁵⁰	=	56.25
- CONSTABLES					
- SERGEANTS					
- T. SHIRT					
OTHER					
TOTAL LABOUR					287.25

STAGE RENTAL		
BASKETBALL FLOOR		
SECURITY FENCE		
TABLES		
CHAIRS		
BACK DROP		
FORKLIFT		
BASIC SOUND SYSTEM		
SEMI-BOARD		
CLAMP		
FOOD		
BEVERAGES, etc.		66.66
DAMAGES		
OTHER		
-		
-		
-		
TOTAL EQUIPMENT		66.66

SUMMARY: TOTAL LABOUR 287.25
TOTAL EQUIPMENT 66.66
SUB TOTAL 353.91
ADMINISTRATION CHARGE 17.79
TOTAL 373.70

COMMENTS:
TURNSTILE COUNT: _____
FOR COPPS COLISEUM: [Signature]

DATE April 18, 1987

NOIN: 00178

VOLUME CONCESSION SERVICES INC.TO: • Recreation Dept. C/O J.Elder
A: •REMIT
TO:
PAYER
A:• Volume Concession Services
• 101 York Blvd.
• Hamilton, Ontario

TERMS: NET CASH — 10 DAYS / TERMES: NET COMPTANT — 10 JOURS

Food and Beverage

RE: Media Lounge

	AMOUNT MONTANT
Food	\$ 48.00
Tax 7%	\$ 3.36
Grat.	\$ 4.80
Labour	\$ 10.50
Total	\$ 66.66

John Elder
W. Dwyer, Hamilton, R. DeZilva
April 18/87
WHITE/BLANC — CUSTOMER COPY/COPIE DU CLIENT



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "C" referred to
in Section 2.3 of the
FIFTH Report of the
Audit/Finance Committee
meeting of June 2, 1987

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must** be approved/rejected by the HECFI Board of Directors prior to the event actually taking place.
- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

April, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** CANADIAN SOCIETY OF LABORATORY TECHNOLOGISTS
2. **EVENT DATE(S):** 50th ANNIVERSARY - JUNE 20-26, 1987
3. **FACILITY(IES):** HAMILTON CONVENTION CENTRE

4. HECFI MANAGEMENT RECOMMENDATION:

It is believed this event will provide excellent media and financial benefits to the facilities and community. It is recommended that they be subsidized.

Date: May 25, 19⁸⁷

5. HECFI AUDIT & FINANCE COMMITTEE RECOMMENDATION:

That \$7,500 in rental charges for the use of the Hamilton Convention Centre by the Canadian Society of Laboratory Technologists on June 20 - 26, 1987 be financed from the HECFI Special Events Subsidy Fund.

Date: June 2, 19 87

6. HECFI BOARD OF DIRECTORS RECOMMENDATION:

Date: _____, 19__

7. **PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:**

CANADIAN SOCIETY OF LABORATORY TECHNOLOGISTS

Full Legal Name Required of Person(s)/Organization(s)

Address: 101-350 King Street East

Hamilton, Ontario

L8N 3M7

528-8642

Postal Code

Telephone Number

Contact Person(s): Ms. Valerie Booth

As above

Postal Code

Telephone Number

8. **HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?**

☐
yes

☒
no

*If YES it should be attached hereto.

9. **IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?**

As it is their 50th Anniversary, this event will attract 1,400-3,000 delegates into the City and Region. There will be local, regional and national media coverage providing exposure for the City and Facility.

Direct spending by delegates will be approximately \$1,470,000 with approximately \$4,410,000 ripple-effect using a x3 multiplier.

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- IS THE ORGANIZATION PROFIT ORIENTED?

☐☐

yes

no

- IS THE ORGANIZATION NON-PROFIT?

☒☐

yes

no

- IS THE ORGANIZATION CHARITABLE?

☐☐

yes

no

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

To represent professional and educational needs of medical-laboratory technologists across Canada.

12. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Valerie Booth, Exec. Director,	101-350 King Street E.	528-8642
Nancy Heddle, Conv. Chairman,	Red Cross, King St. E.	
Lindsay Roberts, Chairman,	Microbiology Laboratory, Room 2N22, McMaster University, 1200 Main Street West	

13. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

CONVENTION

14. HOW MANY PEOPLE WILL ATTEND THE EVENT?

Total of 3,000 delegates

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER
HAMILTON? 2,000

15. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

Median 2,000 delegates x 7 days x \$105 = \$1,470,000

Ripple effect = \$4,410,000

16. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

Yes ☐

No ☒

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes ☐

No ☒

17. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

Yes ☐

No ☒

If YES, give explanation:

This event would not be held in another city for 1987, as all details have been confirmed. However, they would not return to HECFI facilities if funding was not available.

18. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

2.000 people x 7 days x \$ 105 + = \$ 1,470,000

19. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

See para. #9

20. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

No deal - full rental

21. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes ☒ No ☐

If "YES", what is the dollar amount? - \$ 2,500 est.

22. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
\$ 13,575

As it is a non-profit organization, they are unable to finance the rental charges without charging delegates exorbitant fees, thereby reducing delegate registration.

They have therefore requested \$13,575 of the \$24,012.50 rental charges. *

23. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? - \$ 13,575

24. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?

\$13,575

Recommendation

It is believed this event will provide excellent media and financial benefits to the facilities and community. It is recommended that they be subsidized.

* (see attached rental summary).

25. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes ☐

No ☒

26. HECFI MANAGEMENT APPROVALS:

Facility Director - W.J. PENFOLD Date: May 21, 1987

Facility Director - DIRECTOR
HAMILTON CONVENTION CENTRE Date:

Facility Director - Date:

Director of Finance & Administration - John C. Lensen Date: May 26/87

Managing Director/
CEO Bret Lensen Date: May 26/87

*Check box if support documentation attached -

April, 1987

HAMILTON CONVENTION CENTRE

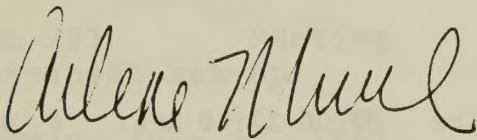
M E M O R A N D U M

MEMO TO: Mr. Bill Penfold 6/26/87
FROM: Ms Arlene Murphy
DATE: May 26th, 1987

RE: Canadian Society of Laboratory Technologists - June 20th - June 26th, 1987

Please find attached a rental summary for the Canadian Society of Laboratory Technologists June 20th to June 26th, 1987. The total rental is \$24,012.50 (exhibit space totaling \$7,000.00).

Sincerely,



Arlene Murphy

EVENTS CO-ORDINATOR
HAMILTON CONVENTION CENTRE

AM/cb
Encl.

CANADIAN SOCIETY OF LABORATORY TECHNOLOGISTS

JUNE 20th - 26th, 1987

SATURDAY, JUNE 20th, 1987

ROOM 201	Meeting	max. p.	theatre	08:30-17:00 hrs.	\$ 85.00
ROOM 203 (Premanent set-up)	Meeting	max. p.	classroom	09:00-24:00 hrs.	\$ 220.00
ROOM 206	Meeting	max. p.	theatre/ tables	09:00-17:00 hrs.	\$ 95.00
CHEDOKE FOYER	Registration	-	casual	08:00-24:00 hrs.	\$ N/C
CHEDOKE ABC	Set-Up	-	-	-	\$ N/C
WEBSTER A	Meeting	-	-	08:00-24:00 hrs.	\$ 300.00
WEBSTER BC	Meeting	-	-	08:00-15:00 hrs.	\$ N/C 300.00

SUNDAY, JUNE 21st, 1987

ROOM 201	Meeting	max. p.	theatre	09:00-17:00 hrs.	\$ 85.00
ROOM 202	Hospitality	-	casual	09:00-24:00 hrs.	\$ N/C
ROOM 203 (Permanent set-up)	Meeting	max. p.	classroom	09:00-24:00 hrs.	\$ 220.00
ROOM 206	Meeting	max. p.	theatre/ tables	09:00-17:00 hrs.	\$ 95.00
ALBION AB	Meeting	-	-	09:00-24:00 hrs.	\$ 700.00
ALBION C	Meeting	max. p.	theatre	09:00-17:00 hrs.	\$ 175.00
CHEDOKE FOYER	Registration/ Reception	-	casual	08:00-24:00 hrs.	\$ N/C
CHEDOKE ABC	Dinner/Dance	max. p.	rounds	18:00-01:00 hrs.	\$ N/C
ROOM 205	Press	-	casual	08:00-18:00 hrs.	\$ N/C
WEBSTER ABC	Meeting	-	-	08:00-24:00 hrs.	\$ 900.00

MONDAY, JUNE 22nd, 1987

WENTWORTH ABC & FOYER	Exhibit set-up	-	-	10:00-24:00 hrs.	\$1,000.00
ROOM 205	Press	-	casual	08:00-18:00 hrs.	\$ N/C
ROOM 206	Breakfast	max. p.	rounds	08:00-09:00 hrs.	\$ N/C
ROOM 314	Lounge	max. p.	casual	09:00-17:00 hrs.	\$ N/C

CANADIAN SOCIETY OF
LABORATORY TECHNOLOGISTS

Ms. L. Roberts

(2)

Monday, June 22, 1987 - Cont'd.

Webster ABC & Lounge	Lunch	max. p.	rounds	1200-1600 hrs.	N/
Chedoke ABC	Dinner/Dance	max. p.	rounds	2000-0100 hrs.	N/
Chedoke Foyer	Registration	-	casual	0800-0100 hrs.	N/
Albion A/B/C	Meetings	max. p.	theatre	0900-1700 hrs.	\$ 400.
Chedoke C	Meeting	max p.	theatre	1430-1700 hrs.	\$ 600.
Room 202	Hospitality	-	casual	0800-1900 hrs.	N/
Room 203 (Permanent set-up)	Meeting	max. p.	classroom	0900-2400 hrs.	\$ 220.

Tuesday, June 23, 1987

Room 201	Meeting	max. p.	theatre	0900-1700 hrs.	\$ 85.
Room 202	Hospitality	max. p.	casual	0800-1900 hrs.	N/
Room 203 (Permanent set-up)	Meeting	max. p.	classroom/ tables	0900-2400 hrs.	\$ 220.
Room 205	Press	-	casual	0800-1800 hrs.	N/
Room 206	Meeting	max. p.	theatre	0900-1700 hrs.	\$ 95.
Albion A/B/C	Meetings	max. p.	theatre	0900-1700 hrs.	\$ 400.
Room 314	Meeting	max. p.	theatre	0900-1700 hrs.	\$ 165.
Webster AB/C	Meetings	max. p.	theatre	0900-1700 hrs.	\$ 450.
Webster Lounge	Displays/ Posters	-	-	0900-2400 hrs.	N,
Chedoke Foyer	Registration/ Reception	-	casual	0800-0100 hrs.	N,
**					
Chedoke A/B/C	Meetings	max. p.	theatre	0900-1630 hrs.	\$1,750

CANADIAN SOCIETY OF
LABORATORY TECHNOLOGISTS

Ms. L. Roberts

(3)

Tuesday, June 23, 1987 - Cont'd.

Chedoke ABC & Foyer	Dinner/Dance	-	rounds	2000-0100 hrs.	N/C
Wentworth ABC & Foyer	Exhibits/ Reception	-	-	1000-2400 hrs.	\$1,000.00
		-	-	1000-2400 hrs.	N/C
Room 204	Lounge	max. p.	casual	0900-1700 hrs.	N/C

Wednesday, June 24, 1987

Room 201	Meeting	max. p.	boardroom	0900-1700 hrs.	\$ 85.00
Room 202	Hospitality/ Lounge	-	casual	0800-1900 hrs.	N/C
Room 203 (Permanent set-up)	Meeting	max. p.	classroom	0900-2400 hrs.	\$ 220.00
Room 205	Press	-	casual	0800-1800 hrs.	N/C
Room 206	Meeting	max. p.	theatre	0900-1700 hrs.	\$.00
Albion A/B/C	Meetings	max. p.	theatre	0900-1700 hrs.	\$ 400.00
Room 314	Meeting	max. p.	theatre	0900-1700 hrs.	\$ 165.00
Webster AB/C	Meetings	max. p.	theatre	0900-1700 hrs.	\$ 450.00
Webster Lounge	Displays/ Posters	-	-	0900-2400 hrs.	N/C
Chedoke A/B	Meetings	max. p.	theatre	0900-1230 hrs.)	
Chedoke C	Meeting	max. p.	theatre	0900-1600 hrs.)	\$1,750.00
Chedoke Foyer	Registration/ Reception	-	casual	0800-0100 hrs.	N/C

**

Chedoke ABC	Dinner/Dance	max. p.	rounds	1600-0100 hrs.	N/C
Wentworth ABC & Foyer	Exhibits	-	-	1000-2400 hrs.	\$2,000.00
	-	-	-	1000-2400 hrs.	N/C
Room 204	Lounge	max. p.	casual	0900-1700 hrs.	N/C

CANADIAN SOCIETY OF
LABORATORY TECHNOLOGISTS

Ms. L. Roberts

(4)

Thursday, June 25, 1987

Room 201	Lunch/Meeting	max. p.	rounds	0900-1700 hrs.	\$ 42.50
Room 202	Hospitality	-	casual	0800-1900 hrs.	N/C
Room 203 (Permanent set-up)	Meeting	max. p.	classroom	0900-2400 hrs.	\$ 220.00
Room 205	Press	-	casual	0800-1800 hrs.	N/C
Room 206	Meeting	max. p.	theatre	0900-1700 hrs.	\$ 95.00
Albion A/B/C	Meetings	max. p.	theatre	0900-1700 hrs.	\$ 400.00
Room 314	Meeting	max. p.	theatre	0900-1700 hrs.	\$ 165.00
Webster AB/C & Lounge	Meetings Posters	max. p. -	theatre -	0900-1700 hrs. 0800-2400 hrs.	\$ 450.00 N/C
Chedoke A/B/C Foyer	Meetings Registration	max. p. -	theatre casual	0900-1700 hrs. 0900-1700 hrs.	\$1,750.00 N/C
Wentworth ABC & Foyer	Exhibits	-	-	1000-2400 hrs.	\$2,000.00
Room 204	Lounge	-	casual	0900-1700 hrs.	N/C

Friday, June 26, 1987

Room 201	Meeting	max. p.	theatre	0900-1700 hrs.	\$ 85.00
Room 202	Hospitality	-	casual	0800-1900 hrs.	N/C
Room 203 (Permanent set-up)	Meeting	max. p.	classroom	0900-2400 hrs.	\$ 220.00
Room 205	Press	-	casual	0800-1800 hrs.	N/C
Room 206	Meeting	max. p.	theatre	0900-1700 hrs.	\$ 95.00

Albion A/B/C	Meetings	max. p.	theatre	0900-1600 hrs.	\$ 400.00

...5,

CANADIAN SOCIETY OF
LABORATORY TECHNOLOGISTS

Ms. L. Roberts

(5)

Friday, June 26, 1987 - Cont'd.

Room 314	Meeting	max. p.	theatre	0900-1700 hrs.	\$ 165.00
**					
Webster AB/C	Meetings	max. p.	theatre	0900-1600 hrs.	\$ 450.00
& Lounge	Posters	-	-	0900-1600 hrs.	N/C
**					
Chedoke A/B/C	Meetings	max. p.	theatre	0900-1600 hrs.	\$1,750.00
& Foyer	Registration	-	casual	0900-1600 hrs.	N/C
Wentworth ABC	Exhibits/	-	-	1000-2400 hrs.	\$1,000.00
& Foyer	Move-out	-	-	1000-2400 hrs.	N/C
Room 204	Lounge	-	casual	0900-1700 hrs.	N/C

** CLIENT AWARE OF TIME RESTRICTIONS - RE: TURNAROUND



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "D" referred to
in Section 3 of the
FIFTH Report of the
Audit/Finance Committee
meeting of June 2, 1987

John A. Leuser, Director of Finance
and Administration

FROM _____ DATE June 1, 1987
Name & Title

FOR ACTION ☒ FOR INFORMATION ☐ File No. _____

TO: B O A R D ☐ (OR) _____ AUDIT/FINANCE ☒
Committee

SUBJECT

Awarding of Tender - Transport & Storage of Monies

RECOMMENDATION

That HECFI award the tender in respect of the transportation and storage of monies to Brink's Canada Limited for the period of June 1 - December 31, 1988.

Note: The lowest of two bids received.

BACKGROUND

A tender for HECFI, the City and the Hamilton Public Library was called. An analysis of the tender results is attached. The rates quoted for Hamilton Place and Copps Coliseum are monthly rates, whereas the Hamilton Convention Centre rate is a per call rate. Both Hamilton Place and Copps Coliseum have pickups four times a week. If an additional pickup is required for Hamilton Place and Copps Coliseum, then an additional pickup charge per call of \$18.18 and \$17.72, respectively, would be charged. These additional pickups over the standard four per week are rarely ever required.

John A. Leuser
John A. Leuser, C.A.
Director of Finance
and Administration

attach.

TENDER ANALYSIS - MAY 27, 1987

TRANSPORT & STORAGE OF MONIES, VARIOUS CITY BUILDINGS

PER MONTH FOR THE TERM ENDING DECEMBER 31, 1988

	CITY HALL	COPPS COLISEUM	HAMILTON PLACE	2ND PICKUP CITY HALL	HAMILTON PUBLIC LIBRARY
Armoured Transport of Canada Concord - <i>JUNE 1/87 - DEC. 31/88</i>	\$330 per month	\$474.80 per month	\$414.80 per month	\$23.50	\$40
Brink's Canada Limited Hamilton: <i>JUNE 1 - DEC. 31/87</i>	\$650 per month	\$390 per month	\$400 per month		\$40
<i>JAN. 1 - DEC. 31/88</i>	\$680 per month	\$410 per month	\$420 per month		\$42
PER CALL COST FOR THE TERM ENDING DECEMBER 31, 1988					CONVENTION CENTRE
Armoured Transport of Canada	\$330	\$474.80	\$414.80	\$23.50	\$40
Note: All "on call" specials during business hours 8-5 to be billed at \$23.50 per call					
Brink's Canada Limited	\$ 29.54	\$ 17.72	\$ 18.18	No Charge	\$20 plus .30 per coin bag
- Alternate Bid	\$ 30.90	\$ 18.63	\$ 19.09	No Charge	\$21 plus .30 per coin bag

UNABLE TO BID - Crown Mail & Delivery Services, Wells Fargo Alarm Services

OFFICIALS IN ATTENDANCE - S. Collins, Alderman
E. A. Simpson, City Clerk
T. Bradley, Manager of Purchasing

6 Vendors requested to bid

Prepared By City Purchasing Dept.



Report to the Audit/Finance Committee
from the Director of Finance and Administration

Accounting System

At the last meeting of this Committee, I advised you that the City's accounting system is due for replacement. Since that meeting, the City has appointed Mr. Dave King, who is a C.M.A. and also the City's accounting supervisor, as its project co-ordinator to:

- (1) undertake a needs study which will include HECFI as one of the major users of the system;
- (2) review and evaluate various accounting packages;
- (3) install the new system; and
- (4) create the various reports.

The target date for having the new system fully operational is January 1, 1989. Both the Comptroller and I will be involved in the project. A significant time commitment of approximately 3 to 4 weeks of one of us is anticipated in early 1988 after the 1987 year-end is completed.

BASS Installs New Ticketing Software System

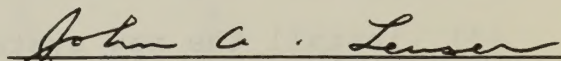
BASS has purchased a new ticketing software system which is expected to be operational effective June 6, 1987. The new ticketing system is expected to be an improvement over the existing BASS system. The improvements will be in terms of speed, greater ease in processing ticket returns and a better subscription (package) system.

Report to the Audit/Finance Committee
from the Director of Finance and Administration

Page 2

The new system will be in place for Canada Cup sales which commence on June 6, 1987. Our staff are expected to be trained on the new system on June 1 and 2. A follow up meeting with BASS will also take place on June 4 to resolve any problems and concerns. In addition, BASS will be present on June 6 to provide us with physical support for the first day of sales for Canada Cup.

Mr. Rick DiFilippo, our Comptroller, and Ms. Colleen Spencer, our Box Office Manager, will be ensuring that there is an accurate conversion from the present BASS system to the new BASS system.


John A. Leuser, C.A.
Director of Finance
and Administration

May 27, 1987

FOUR MONTH PERIOD ENDED APRIL 30, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

John A. Leuser, Director of Finance
and Administration

FROM

DATE

May 19, 1987

Name & Title

FOR ACTION ☐

FOR INFORMATION ☒

File No.

TO: B O A R D ☐

(OR)

ALL

Committees

☒

Subject

Consolidated Unaudited Operating Results for HECFI for the Four Month Period Ended April 30, 1987

Comments

HECFI - Consolidated

HECFI's budgetary surplus for the month and four month period ended April 30, 1987 were \$10,181 and \$327,592, respectively.

An analysis of the budgetary surpluses (deficits) by facility/division was as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For The Month of April 1987</u>	<u>For The Four Month Period Ended April 30, 1987</u>
Hamilton Convention Centre	\$ 38,194	\$ 99,239
Hamilton Place	(56,273)	(65,894)
Copps Coliseum	10,169	144,584
Corporate	18,091	149,663
HECFI Total	<u>\$ 10,181</u>	<u>\$327,592</u>

An analysis of HECFI's revenue performance for the month and four month period in relation to the budget and the prior year by facility/division is summarized in the following four tables:

	<u>Revenue</u>			
	<u>For The Month Of April, 1987</u>		<u>Increase (Decrease) Over Budget</u>	
	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$ 220,447	\$ 162,021	\$ 58,426	36.1%
Hamilton Place	137,600	153,670	(16,070)	(10.5%)
Copps Coliseum	99,774	116,644	(16,870)	(14.5%)
Corporate	28,897	37,086	(8,189)	(22.1%)
HECFI Total	<u>\$ 486,718</u>	<u>\$ 469,421</u>	<u>\$ 17,297</u>	<u>3.7%</u>

	Revenue			
	For the Month		Increase	
	of April		(Decrease)	
	1987	1986	Over 1986	
			\$ Amount	Percentage
Hamilton Convention Centre	\$220,447	\$211,076	\$ 9,371	4.4%
Hamilton Place	137,600	134,486	3,114	2.3%
Copps Coliseum	99,774	186,692	(86,918)	(46.6%)
Corporate	28,897	56,846	(27,949)	(49.2%)
HECFI Total	<u>\$486,718</u>	<u>\$589,100</u>	<u>\$ (102,382)</u>	<u>(17.4%)</u>

	Revenue			
	For the Four		Increase	
	Month Period		(Decrease)	
	Ended April 30, 1987		Over Budget	
	Actual	Budget	\$ Amount	Percentage
Hamilton Convention Centre	\$ 765,314	\$ 635,863	\$129,451	20.4%
Hamilton Place	492,179	587,325	(95,146)	(16.2%)
Copps Coliseum	622,206	554,580	67,626	12.2%
Corporate	193,718	156,246	37,472	24.0%
HECFI Total	<u>\$2,073,417</u>	<u>\$1,934,014</u>	<u>\$139,403</u>	<u>7.2%</u>

	Revenue			
	For the Four		Increase	
	Month Period		(Decrease)	
	Ended April 30		Over 1986	
	1987	1986	\$ Amount	Percentage
Hamilton Convention Centre	\$ 765,314	\$ 701,307	\$ 64,007	9.1%
Hamilton Place	492,179	483,318	8,861	1.8%
Copps Coliseum	622,206	768,392	(146,186)	(19.0%)
Corporate	193,718	196,568	(2,850)	(1.4%)
HECFI Total	<u>\$2,073,417</u>	<u>\$2,149,585</u>	<u>\$ (76,168)</u>	<u>(3.5%)</u>

Hamilton Convention Centre

The Convention Centre realized for the month of April and the four month period ended April 30, 1987 budgetary surpluses of approximately \$38,194 and \$99,239, respectively. These results are well ahead of the budgetary surpluses of \$16,216 and \$70,486 achieved respectively for the comparable periods in 1986.

The budgetary surpluses arose primarily due to very favorable revenue results which for the month and four month period, exceeded budget by \$58,426 or 36.1% and \$129,451 or 20.4%, respectively.

The revenue results were the best ever for the month of April and the four month period ended April 30. They exceeded the amounts achieved for the corresponding periods in 1986 by \$9,371 or 4.4% and \$64,007 or 9.1%, respectively.

It should also be noted that for the second time this year (the first time being March), the Convention Centre realized an excess of revenue over expenditures for the month. The excess for the month of April, 1987 was \$3,168. We all hope that this will eventually become the norm for the Hamilton Convention Centre.

Hamilton Place

For the month of April and the four month period ended April 30, 1987, Hamilton Place realized budgetary deficits of approximately \$56,273 and \$65,894, respectively.

The budgetary deficit of approximately \$65,894 occurred primarily due to budget shortfalls in rentals, licence fees and show revenues of \$67,886 for the Great Hall and Studio Theatre.

The budgetary deficit of approximately \$56,273 for the month of April arose because of:

- (i) a budget shortfall of \$27,914 in the revenue account lines for rentals, licence fees and show revenues for the Great Hall and Studio Theatre; and
- (ii) a bookkeeping posting error in the recording of talent fees of \$27,000 for the Pump Boys, Hungarian Festival and Readaloud Theatre which were not reflected in the first quarter statement ended March 31, 1987.

Copps Coliseum

Copps Coliseum realized for the month of April and the four month period ended April 30, 1987 budgetary surpluses of approximately \$10,169 and \$144,584, respectively.

The budgetary surplus of \$144,584 arose as a result of a combination of revenue exceeding budget by \$67,626 and expenditures being under-budget by \$76,958.

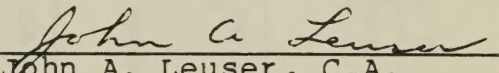
The budgetary surplus of \$10,169 for the month of April arose primarily because of expenditures for the month being under-budget by \$27,039.

Revenue for the month of April was \$99,774 which was \$16,870 or 14.5% below budget and \$86,918 or 46.6% below that achieved for the month in 1986.

Corporate

For the month of April and the four month period ended April 30, 1987, the Corporate Department realized budgetary surpluses of approximately \$18,091 and \$149,663, respectively.

These surpluses arose primarily from below budget Marketing expenditures.


John A. Leuser, C.A.
Director of Finance
and Administration

attach.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT APRIL 30, 1987

ASSETS		LIABILITIES AND RESERVES	
CURRENT		CURRENT	
CASH	\$16,500	ACCOUNTS PAYABLE AND ACCRUALS	\$431,000
ACCOUNTS RECEIVABLE	\$685,000	ADVANCE TICKET SALES AND DEPOSITS	\$697,700
PREPAIDS	\$26,600	UNREDEEMED GIFT CERTIFICATES	\$92,700
INVENTORIES	\$74,800	TOTAL CURRENT LIABILITIES	\$1,221,400
DUE FROM CITY OF HAMILTON	\$463,500	RESERVES	\$45,000
TOTAL ASSETS	\$1,266,400	TOTAL LIABILITIES AND RESERVES	\$1,266,400

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CORPORATE (COMMON TO THREE FACILITIES)												CONSOLIDATED	
	CONVENTION CENTRE		HAMILTON PLACE		COPPS COLISEUM		The Four Month Period Ended April 30 1987		The Four Month Period Ended April 30 1987		The Four Month Period Ended April 30 1986			
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	For 1987 Budget	% of 1987 Annual Budget Spent or Achieved	Actual	
Revenue	\$635,863	\$765,314	\$587,325	\$492,179	\$554,580	\$622,206	\$156,246	\$193,718	\$1,934,014	\$2,073,417	\$6,153,110	33.7%	\$2,149,585	
Expenditures	\$780,926	\$811,138	\$741,693	\$712,441	\$593,533	\$516,575	\$650,200	\$538,009	\$2,766,352	\$2,578,163	\$8,633,280	29.9%	\$2,488,855	
Excess of Expenditures Over Revenue														
From Operations	\$145,063	\$45,824	\$154,368	\$220,262	\$38,953	(\$105,631)	\$493,954	\$344,291	\$832,338	\$504,746	\$2,480,170	20.4%	\$339,270	
Contribution from the City of Hamilton	\$145,063	\$145,063	\$154,368	\$154,368	\$38,953	\$38,953	\$493,954	\$493,954	\$832,338	\$832,338	\$2,480,170 (1)	33.6%	\$656,100	
Budgetary Surplus (Deficit)	\$0	\$99,239	\$0	(\$65,894)	\$0	\$144,584	\$0	\$149,663	\$0	\$327,592	\$0		\$316,830	
LESS Budgetary Surplus @ March 31, 1987/86	\$0	\$61,045	\$0	(\$9,621)	\$0	\$134,415	\$0	\$131,572	\$0	\$317,411	\$0		\$150,638	
Budgetary Surplus Increase (Decrease) Over Previous Month		\$38,194		(\$56,273)		\$10,169		\$18,091		\$10,181			\$166,192	
(1) Includes the 1986 operating surplus of \$139,000 carried forward to 1987														

(1) Includes the 1986 operating surplus of \$139,000 carried forward to 1987

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Actual Operating Results For		Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For	
	The Month of April 1987	The Four Month Period Ended April 30 1987	The Month of April 1987	The Four Month Period Ended April 30 1987	Operating Results For April 1987	Operating Results For April 1987		The Four Month Period Ended April 30 1986	Results For
	(1)	(2)	(3)	(4)	(5)	(6)	(7)		
REVENUE									
RENTALS AND LICENCE FEES	\$366,600	\$25,722	\$100,505	\$40,818	\$160,065	43.7%	\$97,668		
FOOD AND BEVERAGE SALES	\$1,875,300	\$129,396	\$504,456	\$169,435	\$563,612	30.1%	\$567,860		
RECOVERIES	\$70,500	\$4,865	\$18,996	\$7,327	\$27,963	39.7%	\$21,810		
OTHER REVENUE	\$37,600	\$2,038	\$11,906	\$2,867	\$13,674	36.4%	\$13,969		
	\$2,350,000	\$162,021	\$635,863	\$220,447	\$765,314	32.6%	\$701,307		
EXPENDITURES									
ADMINISTRATION	\$315,710	\$26,360	\$105,449	\$29,619	\$103,254	32.7%	\$96,495		
BUILDING MAINTENANCE	\$349,260	\$28,081	\$112,735	\$28,454	\$113,707	32.6%	\$102,476		
OPERATIONS	\$88,550	\$6,970	\$27,052	\$8,351	\$28,080	31.7%	\$24,410		
SECURITY	\$98,000	\$7,500	\$30,600	\$7,873	\$32,311	33.0%	\$28,474		
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	\$112,750	\$9,688	\$38,890	\$8,720	\$37,237	33.0%	\$31,735		
FOOD AND BEVERAGE - KITCHEN	\$756,720	\$55,271	\$217,491	\$64,378	\$242,328	32.0%	\$237,724		
FOOD AND BEVERAGE - BANQUET	\$865,470	\$63,177	\$248,709	\$69,884	\$249,602	28.8%	\$255,707		
MAGNAB ARMS	\$0	\$0	\$0	\$0	\$4,619	0.0%	\$0		
	\$2,586,460	\$197,047	\$780,926	\$217,279	\$811,138	31.4%	\$777,021		
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$236,460	\$35,026	\$145,063	(\$3,168)	\$45,824	19.4%	\$75,714		

NOTE: The revenue and expenditure detail on the above balance sheet is available upon request.

HAMILTON PLACE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Actual Operating Results For		Actual Operating Results For	
	The Month of April 1987	The Four Month Period Ended April 30 1987	The Month of April 1987	The Four Month Period Ended April 30 1987	The Month Period Ended April 30 1987	Percentage of Total Annual Budget Spent or Achieved	The Four Month Period Ended April 30 1986	Results For
REVENUE:								
RENTALS, LICENCE FEES AND SHOW REVENUE - GREAT HALL	\$342,000	\$32,800	\$123,000	\$10,108	\$72,243	21.1%	\$72,098	
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	\$67,330	\$7,500	\$30,330	\$2,278	\$13,201	19.6%	\$22,197	
OTHER RENTALS	\$64,130	\$5,344	\$21,375	\$5,332	\$20,197	31.5%	\$19,905	
FOOD AND BEVERAGE SALES	\$188,000	\$18,048	\$67,492	\$11,430	\$37,689	20.0%	\$51,455	
RECOVERIES	\$1,058,450	\$83,083	\$313,783	\$102,886	\$325,829	30.8%	\$287,855	
OTHER REVENUE	\$91,420	\$6,895	\$31,345	\$5,566	\$23,020	25.2%	\$29,808	
	\$1,811,330	\$153,670	\$587,325	\$137,600	\$492,179	27.2%	\$483,318	
EXPENDITURES - 8350								
ADMINISTRATION	\$398,880	\$33,235	\$132,955	\$35,066	\$126,460	31.7%	\$129,748	
MAINTENANCE	\$269,340	\$22,472	\$88,891	\$10,550	\$86,304	32.0%	\$76,378	
MEETING ROOMS	\$4,800	\$401	\$1,599	\$424	\$1,324	27.6%	\$117	
FRONT OF HOUSE	\$147,420	\$13,421	\$49,681	\$9,080	\$33,396	22.7%	\$39,978	
OPERATION - SPECIFIC SHOW EXPENSES	\$866,840	\$63,826	\$243,136	\$123,908	\$270,208	31.2%	\$231,885	
SECURITY	\$59,500	\$4,966	\$19,662	\$4,758	\$18,269	30.7%	\$17,567	
STAGE - PROPERTY	\$324,600	\$27,049	\$108,197	\$24,323	\$99,712	30.7%	\$87,912	
SHOW PROMOTIONS	\$130,800	\$11,499	\$44,999	\$12,809	\$49,074	37.5%	\$41,073	
BEVERAGE AND CATERING SERVICE	\$146,300	\$14,045	\$52,573	\$10,199	\$27,694	18.9%	\$37,402	
	\$2,348,480	\$190,914	\$741,693	\$231,117	\$712,441	30.3%	\$662,060	
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:								
	\$537,150	\$37,244	\$154,368	\$93,517	\$220,262	41.0%	\$178,742	

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For		Actual Operating Results For		Actual Operating Results For	
	The Month of April 1987	The Four Month Period Ended April 30 1987	The Month of April 1987	The Four Month Period Ended April 30 1987	Percentage of Total 1987 Annual Budget Spent or Achieved	The Four Month Period Ended April 30 1986
(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE - 8306						
RENTAL, LICENCE FEES AND SHOW REVENUES	\$852,680	\$54,220	\$277,800	\$57,066	\$324,259	\$431,286
FOOD AND BEVERAGE CONCESSIONS	\$220,000	\$18,000	\$88,300	\$20,616	\$134,876	\$126,702
RECOVERIES	\$466,100	\$42,399	\$178,855	\$20,851	\$150,622	\$199,288
OTHER REVENUE	\$26,000	\$2,025	\$9,625	\$1,241	\$12,449	\$11,116
	\$1,564,780	\$116,644	\$554,580	\$99,774	\$622,206	\$768,392
EXPENDITURES						
ADMINISTRATION	\$337,610	\$28,131	\$112,532	\$30,937	\$108,916	\$100,744
MAINTENANCE	\$585,100	\$46,953	\$198,628	\$32,481	\$170,577	\$168,325
EVENT PLANNING/OPERATIONS	\$519,590	\$43,548	\$193,560	\$29,860	\$141,246	\$197,382
IATSE PAYROLL	\$88,100	\$9,789	\$19,578	\$8,209	\$31,357	\$0
SECURITY	\$189,590	\$14,995	\$69,235	\$14,890	\$64,479	\$84,842
	\$1,719,990	\$143,416	\$593,533	\$116,377	\$516,575	\$551,293
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$155,210	\$26,772	\$38,953	\$16,603	(\$105,631)	(\$217,099)
						-68.1%

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

HECFI - CORPORATE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For		Actual Operating Results For		Actual Operating Results For	
	The Month of April 1987	The Four Month Period Ended April 30 1987	The Month of April 1987	The Four Month Period Ended April 30 1987	Percentage of Total 1987 Budget Spent or Achieved	The Four Month Period Ended April 30 1986
	(1)	(2)	(3)	(4)	(5)	(6)
						(7)
REVENUE						
BOX OFFICE REVENUE	\$366,000	\$32,003	\$135,913	\$22,897	\$172,718	47.2%
OTHER REVENUE	\$61,000	\$5,083	\$20,333	\$6,000	\$21,000	34.4%
	\$427,000	\$37,086	\$156,246	\$28,897	\$193,718	45.4%
EXPENDITURES - 8330						
01 ADMINISTRATION	\$651,510	\$54,287	\$217,163	\$61,756	\$230,141	35.3%
MARKETING	\$937,780	\$80,151	\$296,519	\$48,528	\$177,014	18.9%
BOX OFFICE	\$389,060	\$33,507	\$136,518	\$31,381	\$130,854	33.6%
	\$1,978,350	\$167,945	\$650,200	\$141,665	\$538,009	27.2%
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$1,551,350	\$130,859	\$493,954	\$112,768	\$344,291	22.2%
						\$301,913

NOTE: The revenue and expenditure detail on the above balances is available upon request.

Schedule "C" referred to
in Section 3 of the
Information Items of the
FIFTH Report of the
Audit/Finance Committee
meeting of June 2, 1987

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE FOUR MONTH

PERIOD ENDED APRIL 30, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

FROM John A. Leuser, Director of Finance
and Administration _____ DATE May 19, 1987
Name & Title

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: B O A R D ☐ (OR) _____ COPPS COLISEUM & AUDIT/FINANCE ☒
Committee

SUBJECT

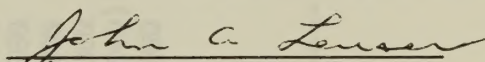
Unaudited Operating Results for the Central Utilities plant
(C.U.P.) for the Four Month Period Ended April 30, 1987

COMMENTS

Attached for your information are the unaudited operating results for the C.U.P. for the four month period ended April 30, 1987. You'll note that a budgetary surplus of \$29,713 was realized for the month of April, 1987, which increased the C.U.P.'s budgetary surplus for the four month period to a level of \$160,893 at April 30, 1987.

The budgetary surplus of \$160,893 for the four month period arose primarily as a result of below budget energy costs, net of recoveries, of \$103,452.

The financial performance of the C.U.P. for the four month period in 1987 also compares most favorably with that of 1986 since total expenditures net of recoveries for 1987 are \$178,008 or 19.3% under that incurred for the comparable period in 1986.


John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm
attach.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

CENTRAL UTILITIES PLANT

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For		Actual Operating Results For		Actual Operating Results For		
	The Month of April 1987		The Four Month Period Ended April 30 1987				
	(1)	(2)	(3)	(4)		(5)	(6)
EXPENDITURES							
OPERATIONS	\$746,080	\$62,169	\$248,685	\$62,074	\$224,733	30.1%	\$191,510
RECOVERY FROM USERS	(\$551,240)	(\$40,806)	(\$221,002)	(\$41,917)	(\$187,314)	34.0%	(\$186,908)
MAINTENANCE	\$463,080	\$38,587	\$154,355	\$26,645	\$123,029	26.6%	\$182,265
CITY HALL	\$220,500	\$13,324	\$56,941	\$18,182	\$59,959	27.2%	\$76,668
HAMILTON CENTRAL LIBRARY	\$264,380	\$20,755	\$100,951	\$20,193	\$85,728	32.4%	\$101,167
HAMILTON FARMERS MARKET	\$35,000	\$2,749	\$13,360	\$2,691	\$11,433	32.7%	\$13,509
HAMILTON CONVENTION CENTRE	\$229,570	\$16,731	\$94,771	\$16,214	\$92,418	40.3%	\$101,000
HAMILTON PLACE	\$260,000	\$22,293	\$123,054	\$14,494	\$89,255	34.3%	\$132,054
COPPS COLISEUM	\$353,640	\$28,084	\$150,640	\$20,871	\$97,032	27.4%	\$143,065
PEDESTRIAN ARCADE/OVERPASS	\$49,050	\$3,917	\$17,630	\$2,968	\$15,295	31.2%	\$11,423
ONTARIO GOVERNMENT BUILDING	\$206,100	\$15,385	\$83,169	\$12,565	\$65,699	31.9%	\$76,196
PARKING AUTHORITY - UNDERGROUND	\$87,110	\$5,987	\$36,058	\$7,245	\$31,876	36.6%	\$39,620
ART GALLERY	\$118,000	\$9,245	\$45,022	\$6,482	\$33,598	28.5%	\$39,180
EXPENDITURES TOTAL							
	\$2,481,270	\$198,420	\$903,634	\$168,707	\$742,741	29.9%	\$920,749
MUNICIPAL CONTRIBUTION							
	\$2,481,270	\$198,420	\$903,634	\$198,420	\$903,634	36.4%	\$987,600
BUDGETARY SURPLUS (DEFICIT)							
	\$0	\$0	\$0	\$29,713	\$160,893	-	\$66,851

NOTE: The expenditure detail on the above balances is available upon request.



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule 'H' referred to
in Section 4 of the
Information Items of the
FIFTH Report of the
Audit/Finance Committee
meeting of June 2, 1987

FROM John A. Leuser, Director of Finance
and Administration DATE May 27, 1987
Name & Title

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: **B O A R D** ☐ (OR) AUDIT/FINANCE ☒
Committee

SUBJECT

Economic or Cost of Living Adjustments

COMMENTS

For the information of the Committee, City Council on May 19, 1987, approved an economic adjustment of 4.5% effective January 1, 1987 and a further 4.0% effective January 1, 1988 in respect of City non-union personnel.

The Committee will recall that the HECFI Board on May 8, 1987 approved a 4.5% economic adjustment effective January 1, 1987. The Committee may wish to act now in recommending to the HECFI Board that a 4.0% economic adjustment be processed effective January 1, 1988 for HECFI non-union personnel.

John A. Leuser
John A. Leuser, C.A.
Director of Finance
and Administration

5.4.1 Audit & Finance Committee Minutes of April 28, 1987

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

AUDIT & FINANCE COMMITTEE

April 28, 1987
12:00 Noon
Copps Coliseum Board Room

REGULAR SESSION

PRESENT: Mr. W. McFarland, Chairman
Dr. C. Bart, Vice-Chairman
Ald. B. Hinkley, Committee Member
and Chairman of HECFI Board
Mr. D. Hector, Committee Member
Mr. N. Levitt, Committee Member

ALSO
PRESENT: Mr. B. Conacher, Managing Director/
Chief Executive Officer, HECFI
Mr. J. A. Leuser, Director of Finance
and Administration, HECFI
Mr. B. Calder, Plant and Building
Operations Manager, Copps Coliseum
Mr. T. Burrows, Director of Hamilton Place
Joan Mills, Committee Secretary

REGRETS: Mr. S. Cino, Committee Member
Mr. W. Penfold, Director of
Hamilton Convention Centre
Mr. F. Bogden, Director of Marketing

1. Motion to Move In-Camera

The Chairman welcomed everyone present and the meeting was called to order, commencing at 12:15 p.m. The Committee wished to address the In-Camera Agenda at this time and it was

MOVED by Mr. Hector, seconded by Dr. Bart

THAT THE IN-CAMERA SESSION BE CONVENED. (12:15 p.m.)

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

- 1.1 THAT EACH DIRECTOR OF HECFI SUBMIT A REPORT TO THE AUDIT/FINANCE COMMITTEE OUTLINING THEIR RESPECTIVE EMPLOYEES' WORKLOAD (OVERTIME) AND GENERAL MORALE.

- 1.2 THAT, IN ACCORDANCE WITH THE PREVIOUS DIRECTION OF THE HECFI BOARD, AN ADDITIONAL \$2,000 BE AUTHORIZED FOR PAYMENT TO STEVENSON KELLOGG ERNST AND WHINNEY (SKEW).

NOTE: THE ORIGINAL PURCHASE ORDER ISSUED TO SKEW WAS FOR AN AMOUNT NOT TO EXCEED \$29,500. HOWEVER, ADDITIONAL TIME WAS INCURRED BY SKEW IN THE PREPARATION OF THE FINAL DOCUMENT AND IN THEIR ATTENDANCE OF SPECIAL MEETINGS.

MOTIONS CARRIED.

2. Motion to Move Out of In-Camera

It was

MOVED by Mr. Levitt, seconded by Dr. Bart

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED. (1:45 p.m.)

MOTION CARRIED.

3. Minutes of Previous Meeting

It was

MOVED by Alderman Hinkley, seconded by Dr. Bart

THAT THE MARCH 31, 1987 REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

4. Director of Finance and Administration's Report

It was

MOVED by Dr. Bart, seconded by Alderman Hinkley

THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION'S REPORT BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5. Consolidated Unaudited Operating Results
for HECFI for the First Quarter Ended
March 31, 1987

The Committee reviewed in detail the Director of Finance and Administration's report on the unaudited operating results of HECFI for the first quarter ended March 31, 1987. It was noted that HECFI's budgetary surplus for the month and three month period were \$211,815 and \$317,411, respectively.

The detail comprising these figures was as follows:

	<u>Budgetary Surplus (Deficit)</u> <u>For</u> <u>The</u> <u>Month of</u> <u>March</u> <u>1987</u>	<u>For The</u> <u>Three</u> <u>Month Period</u> <u>Ended</u> <u>Mar.31,1987</u>
Hamilton Convention Centre	\$ 30,573	\$ 61,045
Hamilton Place	\$(10,815)	\$ (9,621)
Copps Coliseum	\$117,924	\$134,415
Corporate	<u>\$ 74,133</u>	<u>\$131,572</u>
	<u>\$211,815</u>	<u>\$317,411</u>

It was

MOVED by Mr. Levitt, seconded by Dr. Bart

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS
FOR HECFI FOR THE FIRST QUARTER ENDED MARCH 31, 1987
BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE
BOARD.

MOTION CARRIED.

6. Unaudited Operating Results for CUP for the First
Quarter Ended March 31, 1987

The Committee reviewed in detail the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the month of March and the three month period ended March 31, 1987. It was noted that the CUP's budgetary

surplus for the month and three month period were \$53,572 and \$131,180, respectively.

It was

MOVED by Dr. Bart, seconded by Mr. Levitt

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE FIRST QUARTER ENDED MARCH 31, 1987 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

7. Copps Coliseum Committee

7.1 Copps Coliseum - Supply of Portable
Wire Mesh Partitions - All Type
Storage Systems

The Committee noted that the Copps Coliseum Committee, at its meeting on April 22, 1987, approved the recommendation and requested the Audit/Finance Committee to recommend the method of financing. It was

MOVED by Alderman Hinkley, seconded by Dr. Bart

- A) THAT THE QUOTATION SUBMITTED BY ALL TYPE STORAGE SYSTEMS FOR THE SUPPLY OF PORTABLE WIRE MESH PARTITIONS IN THE TOTAL AMOUNT OF \$14,524.61 BE ACCEPTED; AND
- B) THAT THIS PURCHASE BE CHARGED TO ACCOUNT NO. 0408-U32783; ADDITIONAL STORAGE AREAS, RINK LEVEL - \$10,000.00 AND ACCOUNT NO. 0408-U32779; BARRIER, DRAPES, CARPET, ETC. - \$4,524.61.

NOTE: THERE WAS ONLY ONE QUOTATION RECEIVED.

MOTION CARRIED.

7.2 Central Utilities Plant/City Hall -
Bearing Inspections and Major Overhauls
of Trane Centravacs

The Committee noted that the Copps Coliseum Committee, at its meeting on March 25, 1987, approved the recommendation and requested the Audit/Finance

Committee to recommend the method of financing. It was

MOVED by Alderman Hinkley, seconded by Dr. Bart

- A) THAT TRANE CANADA INC. BE AUTHORIZED TO PROCEED WITH MAJOR TEARDOWN/OVERHAUL OF AIR CONDITIONING CENTRAVACS LOCATED AT THE CENTRAL UTILITIES PLANT AND CITY HALL AT A TOTAL COST OF \$40,500.00; AND
- B) THAT THIS ITEM BE CHARGED TO ACCOUNT NO. 0408-K72944, MAJOR OVERHAULS.

MOTION CARRIED.

8. Hamilton Convention Centre
Committee - Cleaning Contract

The Committee noted that the Hamilton Convention Centre Committee, at its meeting on April 24, 1987, approved the recommendation. Following review, it was

MOVED by Alderman Hinkley, seconded by Dr. Bart

THAT THE CLEANING CONTRACT FOR THE HAMILTON CONVENTION CENTRE BE RENEWED WITH WHITE STAR CLEANING FOR A FURTHER TWO-YEAR PERIOD ENDING APRIL 30, 1989.

MOTION CARRIED.

9. Other Business - 1986 Audit Fee

It was

MOVED by Dr. Bart, seconded by Mr. Levitt

THAT THE TOTAL FEE OF \$14,500 IN RESPECT OF THE 1986 AUDIT OF HECFI BE APPROVED FOR PAYMENT TO PANNELL KERR MACGILLIVRAY.

NOTE: THE FEE IS \$500 LESS THAN THE \$15,000 AMOUNT BUDGETED AND ACCRUED FOR IN THE 1986 ACCOUNTS. THE FEE OF \$14,500 IS MOST FAVORABLE WHEN CONSIDERING

THAT THE COMBINED 1985 FEE FOR HAMILTON PLACE AND THE HAMILTON CONVENTION CENTRE WAS \$14,700 BEFORE INFLATION, INCREASED BUSINESS ACTIVITY AND THE ADDITION OF COPPS COLISEUM.

MOTION CARRIED.

10. Next Meeting

The next regular meeting of the Audit/Finance Committee is scheduled for Tuesday, June 2, 1987 at 12:00 Noon.

11. Adjournment

The meeting adjourned at 1:35 p.m.

It was

MOVED by Alderman Hinkley, seconded by Mr. Levitt

THAT THE MEETING BE ADJOURNED.

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

W. H. MCFARLAND, CHAIRMAN

Mrs. Joan M. Mills, Secretary

6.1 Remodeling of Security Office - Copps Coliseum

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1801.

2. The second part is a report from the Secretary of the Treasury, dated January 1, 1801.

3. The third part is a report from the Secretary of the Navy, dated January 1, 1801.

4. The fourth part is a report from the Secretary of the War, dated January 1, 1801.

5. The fifth part is a report from the Secretary of the Interior, dated January 1, 1801.

6. The sixth part is a report from the Secretary of the State, dated January 1, 1801.

7. The seventh part is a report from the Secretary of the War, dated January 1, 1801.

8. The eighth part is a report from the Secretary of the Navy, dated January 1, 1801.

9. The ninth part is a report from the Secretary of the Treasury, dated January 1, 1801.

10. The tenth part is a report from the Secretary of the State, dated January 1, 1801.

11. The eleventh part is a report from the Secretary of the War, dated January 1, 1801.

12. The twelfth part is a report from the Secretary of the Navy, dated January 1, 1801.

13. The thirteenth part is a report from the Secretary of the Treasury, dated January 1, 1801.

14. The fourteenth part is a report from the Secretary of the State, dated January 1, 1801.

15. The fifteenth part is a report from the Secretary of the War, dated January 1, 1801.

16. The sixteenth part is a report from the Secretary of the Navy, dated January 1, 1801.

17. The seventeenth part is a report from the Secretary of the Treasury, dated January 1, 1801.

18. The eighteenth part is a report from the Secretary of the State, dated January 1, 1801.

19. The nineteenth part is a report from the Secretary of the War, dated January 1, 1801.

20. The twentieth part is a report from the Secretary of the Navy, dated January 1, 1801.

21. The twenty-first part is a report from the Secretary of the Treasury, dated January 1, 1801.

22. The twenty-second part is a report from the Secretary of the State, dated January 1, 1801.

23. The twenty-third part is a report from the Secretary of the War, dated January 1, 1801.



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

MEMORANDUM

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Chairman and Members, HECFI Board of Directors
Attention: Ms. P. Bennett, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 June 4

SUBJECT: COPPS COLISEUM - Acceptance of Quotation for Remodeling
of Security Office - Ruffell Construction Ltd.

RECOMMENDATION:

- That
- 1) The quotation submitted by Ruffell Construction Ltd. in the total amount of \$11,100.00 for the provision of all materials, labour and equipment necessary to remodel the security office at Copps Coliseum be accepted.
 - 2) The cost of this work be financed from Account No. 0408-U32551 - Public First Aid Room - including equipment and furnishing and Security Office.

NOTE: Lowest of three (3) quotations received.

Continued /2 ...

BACKGROUND:

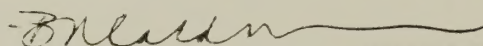
In response to a Request for Quotations issued by the Manager of Purchasing, three (3) quotations were received for the remodeling of the security office at Copps Coliseum. Attached please find Quotation Analysis dated 1987 June 2.

Ruffell Construction Ltd. submitted the lowest quotation for the work described in the Specification. They also agreed to commence the work within 21 days from receipt of the Purchase Order and have the work completed within seven working days. This time schedule will allow the work to be completed prior to the Coliseum re-opening for the Jehovah Witness Convention. Ruffell Construction Ltd, is a reputable, local contractor capable of performing the work as described.

Sufficient funds are contained within Account No. 0408-U32551 - Public First Aid - Including equipment and furnishing and Security Office to finance the cost of this work.

It should be noted that due to the closing date stipulated in the Request for Quotations, ie. 1987 June 1, this Recommendation was not brought forward to the Copps Coliseum and Audit and Finance Committees. Rather than wait until the regularly scheduled meetings of same, I respectfully request that this Recommendation be considered at the 1987 June 12 meeting of the HECFI Board of Directors. This will allow the work to proceed as soon as possible and will guarantee completion prior to the Coliseum re-opening for business.

Respectfully submitted,



for John T. Crane
Director

attchm.

QUOTATION ANALYSIS

Remodel Security Office, Cops Coliseum - Reference No. C11-24-87

<u>Company</u>	<u>Total Net Price including All Taxes</u>	<u>Work to Commence</u>	<u>Work will be completed in</u>
Ruffell Construction Ltd.	\$11,100.00	14-21 days from receipt of order	5 - 7 days
Falla Construction Ltd.	\$22,468.00	5 days from receipt of order	20 working days
James Kemp Construction Ltd.	\$24,400.00	10 days from receipt of order	48 days

RESEARCH REPORT

1. Title of Report

2. Author

3. Date of Report

4. Title of Project

5. Abstract

6. Summary of Findings

7. Conclusions

8. Recommendations

9. Bibliography

10. Appendix

11. References

12. Notes

6.3 Approval of Funding for Canada Cup '87 Civic Dinner



Hamilton
Entertainment
and Convention
Facilities Inc.

CONFIDENTIAL

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must** be approved/rejected by the HECFI Board of Directors **prior** to the event actually taking place.
- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

April, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. EVENT NAME: CANADA CUP '87 CIVIC DINNER
SATURDAY, SEPTEMBER 5, 1987 - 6:00 p.m.
2. EVENT DATE(S): _____
3. FACILITY(IES): WENTWORTH ROOM - HAMILTON CONVENTION CENTRE

4. HECFI MANAGEMENT RECOMMENDATION:

That the funding for the CANADA CUP '87 Civic Dinner, to be held Saturday, September 5, 1987 starting at 6:00 p.m. be made available from the HECFI SPECIAL EVENTS SUBSIDY FUND, it being expected that the total cost will be approximately \$36,000.

Date: June 08, 19 87.

5. HECFI AUDIT & FINANCE COMMITTEE RECOMMENDATION:

Date: _____, 19__

6. HECFI BOARD OF DIRECTORS RECOMMENDATION:

Date: _____, 19__

7. PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:

The Hamilton Entertainment and Convention Facilities Inc.

Full Legal Name Required of Person(s)/Organization(s)

Address: 101 York Boulevard

Hamilton, Ontario

L8R 3L4

527-7900

Postal Code

Telephone Number

Contact Person(s): Brian Conacher/Bill Penfold

Postal Code

Telephone Number

8. HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?

☐
yes

☒
no

*If YES it should be attached hereto.

9. IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?

- The CANADA CUP '87 CIVIC DINNER will be a self-sponsored event hosted jointly by the City of Hamilton and HECFI.
- Purpose of the dinner is to host VIP representatives of the NHL and CANADA CUP '87.
- Neither the City of Hamilton budgets or the HECFI Marketing Budget has provision to host this event, which was not originally planned for 1987.
- I feel that the event is in part a "special" event and one that may well assist in our continuing efforts to attract an NHL Team to Copps Coliseum.

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- IS THE ORGANIZATION PROFIT ORIENTED?

☐

yes

☐

no

- IS THE ORGANIZATION NON-PROFIT?

☒

yes

☐

no

- IS THE ORGANIZATION CHARITABLE?

☐

yes

☒

no

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

- Refer to HECFI mandate.

12. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
-------------	----------------	------------------

13. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

- A "special" event dinner hosted jointly by the City of Hamilton/HECFI for VIP representatives of the NHL and CANADA CUP '87.

14. HOW MANY PEOPLE WILL ATTEND THE EVENT?

700 - 750

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER HAMILTON? 300

15. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

- To demonstrate to VIP representatives of the NHL and CANADA CUP '87 Hamilton's hospitality for playing CANADA CUP '87 hockey games in Copps Coliseum.
- To assist in lobbying CIP representatives of the NHL to look favourably upon Copps Coliseum as a future location for an NHL Hockey team.

16. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

Yes ☐ No ☒

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes ☐ No ☐

17. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

Yes ☐ No ☒

If YES, give explanation:

18. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON?
(Based on current IACVB figures)

300 people x 1 days x \$ 105 + = \$ 31,500

19. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

- Could assist in continuing marketing effort to attract an NHL Hockey franchise to Copps Coliseum.

20. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

- Full cost.

21. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes ☐ No ☒

If "YES", what is the dollar amount? - \$ _____

22. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
\$ 36,000 (see attached recommended Budget).

23. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS
THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST
REVENUE? - \$ 20,000.

24. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD
RECOMMEND, IF ANY?

- Total amount as requested.

25. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes ☐

No ☒

26. HECFI MANAGEMENT APPROVALS:

Facility Director - [Signature] Date: June 08, 1987

Facility Director - W.J. PENFOLD Date:
DIRECTOR

Facility Director - HAMILTON CONVENTION CENTRE Date:

Director of Finance & Administration - John A. Lensen Date: June 8 / 87

Managing Director/
CEO [Signature] Date: June 8 / 87

*Check box if support documentation attached -

April, 1987

RECOMMENDED BUDGET FOR CANADA CUP DINNER
CONVENTION CENTRE - SEPTEMBER 5, 1987

Dinner (at cost)

- Food	15,000
- Host Bar	4,000
- Wine	3,000
- Hors d'oeuvres	2,000

Decorations

- Ice sculpture	200
- Garden and Fountain	2,000
- Carnations	600
- Corsages	700
- Flags	800

Music

- Orchestra	2,000
- Piper	100

Printing

- Invitations	500
- Program	700

Sound	1,000
-------	-------

Lighting	1,000
----------	-------

Contingency	2,400
-------------	-------

Total \$36,000

Estimated cost per person: $\$36,000 \div 750 =$ \$48

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
530 SOUTH EAST ASIAN AVENUE
CHICAGO, ILLINOIS 60607-7070
TEL: 773/936-5000
FAX: 773/936-5000
WWW: WWW.CHEM.UCHICAGO.EDU
E-MAIL: CHEM@UCHICAGO.EDU



Hamilton
Entertainment
and Convention
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101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, July 10, 1987

9:00 A.M.

HAMILTON CONVENTION CENTRE
Albion "C"

REGULAR AGENDA

1. Chairman's Remarks
2. Minutes of June 12, 1987 Attachment 2
 - 2.1 Errors or Omissions
 - 2.2 Motion for Approval
3. Business Arising From the Minutes
 - 3.1 Remodelling of Security Office Attachment 3.1
4. Report from Director of Marketing
5. Committee Reports/Minutes
 - 5.1 Copps Coliseum Committee Fifth Report Attachment 5.1
 - 5.1.1 Copps Coliseum Committee Minutes of May 27, 1987 Attachment 5.1.1
 - 5.2 Hamilton Convention Centre Committee Sixth Report Attachment 5.2
 - 5.2.1 Hamilton Convention Centre Committee Minutes of May 29, 1987 Attachment 5.2.1



HAMILTON ENVIRONMENTAL AND
CONSERVATION SOCIETY INC.

MEETING OF THE BOARD OF DIRECTORS

DATE: [REDACTED]
TIME: 8:00 A.M.
LOCATION: [REDACTED]
AGENDA: [REDACTED]

AGENDA

1. Chairman's Report

2. Minutes of May 11, 1987

3. Finance Report
3.1. Budget for 1988

4. Business Arising from the Minutes

5. Resolution of the Board

6. Report from Director of Research

7. Hamilton Environmental Society

8.1. Hamilton Environmental Society 1987 Report

8.2. Hamilton Environmental Society 1987 Report

May 11, 1987

9. Hamilton Environmental Society 1987 Report

May 11, 1987

10. Hamilton Environmental Society 1987 Report

May 11, 1987

- 5.3 Hamilton Place Committee Fifth Report Attachment 5.3
- 5.3.1 Hamilton Place Committee Minutes of May 28, 1987 Attachment 5.3.1
- 5.4 Audit & Finance Committee Sixth Report Attachment 5.4
- 5.4.1 Audit & Finance Committee Minutes of June 2, 1987 Attachment 5.4.1

6. New Business

7. Other Business

- 7.1 Canada Cup Update Verbal

8. Date of Next Meeting

Friday, August 14, 1987
9:00 A.M.
Location to be Announced

9. Adjournment

Patricia Bennett
Secretary to the Board
July 6, 1987

2. Minutes of June 12, 1987

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, June 12, 1987
9:00 A.M.

Hamilton Convention Centre

MINUTES OF REGULAR SESSION

PRESENT: Alderman B. Hinkley, Chairman
 of the Board
 Mr. T. Yates, First Vice Chairman
 Alderman J. Gallagher, Second
 Vice Chairman
 Alderman T. Murray
 Alderman R. Wheeler
 Mr. D. Braley
 Mr. D. Hector
 Mr. W. McFarland
 Dr. C. Bart
 Mr. D. Beattie
 Mr. N. Levitt

REGRETS: Mayor R. Morrow
 Mr. S. Cino
 Mr. T. Casey
 Mr. F. Bogden

ALSO

PRESENT: Mr. B. Conacher
 Mr. B. Penfold
 Mr. J. Crane
 Mr. J. Leuser
 Mr. R. Ellsion

MEDIA: Mr. R. Melenbacher, The Spectator
 Mr. R. Ireland, C.H.C.H. T.V.

1. Chairman's Remarks

Alderman Hinkley called the meeting to order.

MOVED by Alderman Murray, seconded by Alderman
Wheeler that

THE REGULAR SESSION OF THE HECFI BOARD BE CONVENED.

MOTION CARRIED.

2. Minutes of May 8, 1987

MOVED by Alderman Wheeler, seconded by Alderman Murray that

THE MINUTES OF MAY 8, 1987 BE APPROVED.

MOTION CARRIED.

3. Business Arising From the Minutes

3.1 Summary of 1987 HECFI BUSINESS PLAN GOALS AND OBJECTIVES

MOVED by Alderman Gallagher, seconded by Alderman Wheeler that

THE MANAGING DIRECTOR'S JUNE 12TH REPORT REGARDING THE PROPOSED FORMAT TO SUMMARIZE THE 1987 HECFI BUSINESS PLAN GOALS AND OBJECTIVES BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Dr. Bart stated that he would like the reporting to be more global and as well, to receive a one page statement from the Managing Director upon which the Board of Directors may complete an evaluation.

3.2 Status of Indoor Track

Mr. Levitt reported that arrangements have been made to have the indoor track picked up from Copps Coliseum this morning.

4. Report from Director of Marketing

Due to the Director of Marketing's absence due to illness, there was no report.

5. Committee Reports/Minutes

5.1 Copps Coliseum Committee Fourth Report

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE COPPS COLISEUM COMMITTEE FOURTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE LETTER ADDRESSED TO THE SECRETARY OF THE COPPS COLISEUM COMMITTEE FROM MISS NORMA WALSH, STAFF RESOURCE, REGIONAL ADVISORY COMMITTEE FOR THE PHYSICALLY DISABLED, DATED APRIL 29, 1987 WITH RESPECT TO SAFETY FOR WHEELCHAIRS ON PROMENADE CONCOURSE, BE RECEIVED FOR INFORMATION.

THAT A HIGH ROOF IDENTIFICATION SIGN NOT BE APPLIED TO THE COPPS COLISEUM ROOF.

THAT THE DIRECTOR OF COPPS COLISEUM BE AUTHORIZED TO UNVEIL AND DISPLAY A FRAMED COLOUR PHOTOGRAPH OF HER MAJESTY QUEEN ELIZABETH, SEATED WEARING THE ORDER OF CANADA ON HER DRESS; AND HIS HIGHNESS THE DUKE OF EDINBURGH, STANDING IN CEREMONIAL MILITARY UNIFORM, AS PRESENTED TO COPPS COLISEUM BY THE MONARCHIST LEAGUE OF CANADA.

THAT THE COPPS COLISEUM COMMITTEE SEEK LEGAL ADVICE FROM THE LAW FIRM REPRESENTING HECFI ON ALLEGATIONS MADE BY MR. RUSS BOYCHUK AND ON AN ARTICLE IN THE HAMILTON SPECTATOR CONCERNING THE REFUSAL OF AN NHL TEAM TO HAMILTON.

MOTION CARRIED.

The following items were received for information:

- (i) the may 11, 1987 letter from Mr. Norm Marshall, Public Relations/Promotions Consultant, suggesting that the Hamilton Place Committee and the Hamilton Convention Centre

- Committee individually consider lapel pins;
- (ii) the report entitled Status Report on Confirmed Events at Copps Coliseum - June to September 1987;
 - (iii) the report, MISL Expansion Franchise Seminar;
 - (iv) the Consolidated Unaudited Operating Results for HECFI for the Four Month Period ended April 30, 1987;
 - (v) the Unaudited Operating Results for the C.U.P. for the Four Month Period ended April 30, 1987;
 - (vi) the report by the Director of Copps Coliseum.

5.1.1 Copps Coliseum Committee Minutes of April 22, 1987

MOVED by Alderman Murray, seconded by Mr. Beattie that

THE COPPS COLISEUM COMMITTEE MINUTES OF APRIL 22, 1987 BE RECEIVED.

MOTION CARRIED.

5.2 Hamilton Convention Centre Committee Fifth Report

MOVED by Mr. Yates, seconded by Alderman Gallagher that

THE HAMILTON CONVENTION CENTRE COMMITTEE FIFTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE POSITION OF STOREMAN BE ADDED TO THE FULL-TIME STAFF OF THE CONVENTION CENTRE, THE SALARY TO BE DETERMINED BY CLASSIFICATION USING THE NEW PAY/SALARY GUIDE.

THAT THE FREEZER CAPACITY AT THE CONVENTION CENTRE BE INCREASED WITH THE PURCHASE OF A WALK-IN UNIT FROM WILSON GREGORY REFRIGERATION, THE COST, INCLUDING TAXES AND ADDITIONAL EXPENSES FOR THE RELOCATION OF ELECTRICITY AND PLUMBING, BEING \$10,089.65.

MOTION CARRIED.

A lengthy discussion regarding the heating/cooling problems at the Convention Centre took place during which the Director of Copps Coliseum/CUP reported of inherent design problems in the Convention Centre which contribute to the problem(s). The Director advised that he had met with the Director and Assistant Director of the Convention Centre and it had been agreed that air balancing would be completed in order to determine what design problems exist. As well, it was agreed that a supervisory staff member of the CUP would attend the weekly meetings of the Convention Centre in order that CUP is kept up-to-date with respect to up-coming events and that a member of the CUP would be dedicated to the Convention Centre on a full-time basis. Mr. Crane requested that he be permitted to perform the air balancing before a consultant is retained.

Alderman Gallagher queried whether the inconsistencies at the City Hall could be remedied; Mr. Crane reported that there are improvements which are necessary and have been agreed to; that funds have been set aside for the work but that he needs direction from the City before proceeding.

Mr. Yates stated that he would not support the retention of a consultant in light of Mr. Crane's report. It was

MOVED by Dr. Bart, seconded by Mr. McFarland that

THE ISSUE OF THE HEATING/COOLING SYSTEM BE REFERRED BACK TO THE HAMILTON CONVENTION CENTRE AND THAT THE DIRECTOR OF C.U.P. BE DIRECTED TO TAKE THE NECESSARY ACTION TO REMEDY THE PROBLEM(S).

MOTION CARRIED.

The following items were received for information:

- (i) the attendance of Mr. Macaluso at the last Committee meeting was reviewed; the consensus being that it provided a forum in which to communicate both the aims of Mr Macaluso's department as well as those of the Convention Centre;
- (ii) as the three major hotels already employ the use of comment cards, the Director would not correspond suggesting their use, as was previously directed;
- (iii) client evaluations;
- (iv) the summary of revenue and expenditure-April, 1987;
- (v) it was agreed that the issue of exclusivity would be left to management's discretion;
- (vi) the Director of Finance & Administration advised that he had made provision in the budget for the cost of living increase of 2.5% effective January 1, 1987, at the request of the City;
- (vii) building maintenance would proceed this summer as scheduled.

5.2.1 Hamilton Convention Centre Committee Minutes of April 24, 1987

MOVED by Alderman Wheeler, seconded by Mr Beattie that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF APRIL 24, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Hamilton Place Committee Fourth Report

MOVED by Mr. Hector, seconded by Alderman Wheeler that

THE HAMILTON PLACE COMMITTEE FOURTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT THE ANNUAL HIGH SCHOOL PRODUCTION BY HAMILTON PLACE IN CONJUNCTION WITH THE HAMILTON BOARD OF EDUCATION BE MOVED TO A HIGH SCHOOL AUDITORIUM AND THAT HAMILTON PLACE CONTINUE TO TRAIN AND EDUCATE HIGH SCHOOL STUDENTS IN THE PERFORMING ARTS AND MAKE THE ANNUAL PRODUCTION AVAILABLE TO THE PUBLIC.

MOTION CARRIED.

The following items were received for information:

- (i) the Director's report;
- (ii) the report from the Assistant Director;
- (iii) a Marketing Initiates report;
- (iv) the Summarized Consolidated Operating Statements as at April 30, 1987.

5.3.1 Hamilton Place Committee Minutes of April 23, 1987

It should be noted that item 7.2 of the minutes Telepone Recording should read "The use of a T.V. monitor for people standing in line waiting to purchase tickets is also planned and is included in the capital budget for next year."

MOVED by Mr. Hector, seconded by Alderman Wheeler that

THE HAMILTON PLACE COMMITTEE MINUTES OF APRIL 23, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.4 Audit & Finance Committee Fifth Report

MOVED by Mr. McFarland, seconded by Alderman Gallagher that

THE AUDIT & FINANCE COMMITTEE FIFTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE STOREMAN POSITION BE ADDED TO THE FULL-TIME STAFF OF THE HAMILTON CONVENTION CENTRE WITH THE SALARY TO BE DETERMINED BY CLASSIFICATION USING THE NEW PAY/SALARY GUIDE.

THAT A WALK-IN FREEZER FOR THE CONVENTION CENTRE BE PURCHASED FROM WILSON GREGORY REFRIGERATION OF BURLINGTON, ONTARIO, AT A TOTAL COST OFF \$10,089.65. WHICH INCLUDES TAXES AND ADDITIONAL EXPENSES OF \$1,000. FOR REQUIRED ELECTRICAL AND PLUMBING WORK AND THAT THIS PURCHASE BE CHARGED TO WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-K72924.

THAT THE MINIMUM BASIC BUILDING FEE OF \$6,000. AND THE EVENT SHEET CHARGES OF \$963.73. FOR THE USE OF COPPS COLISEUM FOR THE HAMILTON MINOR HOCKEY CHAMPIONSHIP ON APRIL 11, 1987 BE FINANCED FROM THE HECFI SPECIAL EVENT SUBSIDY FUND.

THAT THE MINIMUM BASIC BUILDING FEE OF \$6,000. AND THE EVENT SHEET CHARGES OF \$373.70. FOR THE USE OF COPPS COLISEUM FOR THE RINGETTE TOURNAMENT ON APRIL 18, 1987 BE FINANCED FROM THE HECFI SPECIAL EVENTS SUBSIDY FUND.

THAT \$7,500. IN RENTAL CHARGES FOR THE USE OF THE HAMILTON CONVENTION CENTRE BY THE CANADIAN SOCIETY OF LABORATORY TECHNOLOGISTS ON JUNE 20 - 26, 1987 BE FINANCED FROM THE HECFI SPECIAL EVENTS SUBSIDY FUND.

THAT HECFI AWARD THE TENDER IN RESPECT OF THE TRANSPORTATION AND STORAGE OF MONIES TO BRINK'S CANADA LIMITED FOR THE PERIOD OF JUNE 1, 1987 - DECEMBER 31, 1988.

MOTION CARRIED.

A discussion with respect of the two events, Hamilton Minor Hockey Championship and the Ringette Tournament took place and it was

HECFI Board of Directors

Regular Meeting

June 12, 1987

Page 9

MOVED by Alderman Wheeler, seconded by Mr. Hector that

THE COPPS COLISEUM COMMITTEE REVIEW THE ETHICALNESS OF INCLUDING AS FUTURE HECFI BUDGETED ITEMS THE TWO EVENTS, HAMILTON MINOR HOCKEY CHAMPIONSHIP AND THE RINGETTE TOURNAMENT.

MOTION CARRIED.

The following items were received for information:

- (i) Director of Finance & Administration's Report;
- (ii) HECFI Consolidated Unaudited Operating Results for the Four Month Period Ended April 30, 1987;
- (iii) CUP Unaudited Operating Results for the Four Month Period Ended April 30, 1987;
- (iv) Report on Economic or Cost of Living Adjustments.

5.4.1 Audit & Finance Committee Minutes of April 28, 1987

MOVED by Mr. McFarland, seconded by Alderman Gallagher that

THE AUDIT & FINANCE COMMITTEE MINUTES OF APRIL 28, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. New Business

6.1 Remodeling of Security Office - Copps Coliseum

Mr. Crane's June 4th report was reviewed. It was

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE QUOTATION SUBMITTED BY RUFFELL CONSTRUCTION LTD. IN THE TOTAL AMOUNT OF \$11,100. FOR THE PROVISION OF ALL MATERIALS, LABOUR AND EQUIPMENT NECESSARY TO REMODEL THE SECURITY OFFICE AT COPPS COLISEUM BE ACCEPTED AND THAT THE COST OF THE WORK BE FINANCED FROM ACCOUNT NO. 0408-U32551, PUBLIC FIRST AID ROOM, INCLUDING EQUIPMENT AND FURNISHING AND SECURITY OFFICE.

MOTION CARRIED.

6.2 Approval of Funding for Booster Club

This item was deferred to the In-Camera Session.

6.3 Approval of Funding for Canada Cup '87
Civic Dinner

The application to the Special Events Subsidy Fund for the Civic Dinner was reviewed and it was

MOVED by Alderman Murray, seconded by Alderman Gallagher that

FUNDING, NOT TO EXCEED THE AMOUNT OF \$36,000. FOR THE CANADA CUP '87 CIVIC DINNER, SEPTEMBER 5, 1987, BE MADE AVAILABLE FROM THE SPECIAL EVENTS SUBSIDY FUND.

MOTION CARRIED.

7. Other Business

Nil

8. Date of Next Meeting

Friday, July 10, 1987

9:00 A.M.

Location to be Announced

Motions Carried at the In-Camera Session

THE IN-CAMERA SESSION BE CONVENED (9:45 A.M.).

THE MINUTES OF MAY 8, 1987 BE APPROVED.

THE MANAGING DIRECTOR'S JUNE 12TH REPORT, MARKETING PLAN FOR "PRIVATE BOXES" IN COPPS COLISEUM BE APPROVED WITH AN AMENDMENT TO PAGE TWO TO READ..."EACH PERSON/COMPANY WHOSE NAME IS CURRENTLY ON THE LIST AS BEING INTERESTED IN A "PRIVATE BOX" AND THOSE COMPANIES/INDIVIDUALS WHICH SUBSEQUENTLY EXPRESS INTEREST, WOULD BE CIRCULATED WITH THE ATTACHED REGISTERED LETTER."

THAT AN ADVERTISEMENT BE PLACED IN THE SPECTATOR NOTIFYING THE PUBLIC OF THE MARKETING OF THE PRIVATE BOXES.

THE COPPS COLISEUM COMMITTEE HANDLE THE MARKETING OF THE PRIVATE BOXES WITH APPROVAL OF PURCHASE RECOMENDATIONS FORWARDED TO THE FULL HECFI BOARD OF DIRECTORS.

THE CANADA CUP BOOSTER CLUB BUDGET AS PRESENTED BY ALDERMAN GALLAGHER BE APPROVED.

9. Adjournment

The regular meeting adjourned at 9:45 a.m.

TAKEN AS READ AND APPROVED

Alderman B. Hinkley, Chairman

Patricia Bennett, Secretary

3.1 Remodelling of Security Office



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Hamilton Entertainment and Convention Facilities Inc. Board
of Directors, Attn. Ms. P. Bennett, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 July 6

SUBJECT: COPPS COLISEUM - Remodel of Security Office

RECOMMENDATION:

- That 1) The acceptance by the Board of Directors, HECFI, of the quotation submitted by Ruffell Construction Ltd. for remodelling of the security office at Copps Coliseum be rescinded.
- 2) The quotation submitted by Falla Construction Ltd. for this same work in the total amount of \$22,468.00 be accepted.
- 3) The Audit and Finance Committee recommend the method of financing.

NOTE: Next lowest quotation.

BACKGROUND:

At the 1987 June 12 meeting of the HECFI Board of Directors, the quotation submitted by Ruffell Construction Ltd. for the remodelling of the security office at Copps Coliseum in the total amount of \$11,100.00 was accepted.

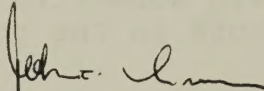
This work was scheduled to commence on 1987 July 8 and a construction coordination meeting was arranged for July 6 to discuss details, ie. site access, event schedule, material colour selection, etc. relating to the performance of this work. At this meeting, Mr. L. Ruffell of Ruffell Construction Ltd. advised Mr. B. Calder of my staff that an error had been made by the project estimator and that his firm was not prepared to undertake the work for the quoted and approved cost. Mr. Ruffell advised that he was withdrawing his original quotation, however, he would be prepared to negotiate an alternative price and if acceptable would complete the work by the end of July.

The City of Hamilton Purchasing Policy does not permit any allowance for such an arrangement and rightly so. Therefore, it is my recommendation that the approval granted by the Board with respect to the acceptance of the quotation by Ruffell Construction Ltd. be rescinded.

The next lowest quotation for this work was submitted by Falla Construction Ltd. Their Form of Quotation stated a total net price including all taxes of \$22,468.00 with work to commence five (5) days from receipt of order and completion within twenty (20) working days. Assuming that their quotation is accepted and a purchase order issued by 1987 July 15, the work could be completed by 1987 August 18. It is my recommendation that this work be awarded to Falla Construction Ltd. in the total amount of \$22,468.00.

Sufficient funds are contained within Account No. 0408-U32550 Public First Aid Room including Equipment and Furnishing and Security Office to finance this expenditure.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

5.1 Copps Coliseum Committee Fifth Report



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

1987 June 30

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF JUNE 24, 1987**

The Copps Coliseum Committee presents its **FIFTH** Report and respectfully recommends the following:

1. Client Evaluation Forms

That the Client Evaluation Forms, as drafted by the Director of Copps Coliseum, be approved.

NOTE: Documentation is attached.

2. Award of Work - HVAC System, Room 312

That the quotation submitted by J. J. Elliott Mechanical Ltd. for the supply and installation of the HVAC System for Room 312 in Copps Coliseum for the total amount of \$28,226.00 be accepted, and that the Audit and Finance Committee recommend the method of financing.

NOTE: Documentation is attached.

3. Award of Work - Replace City Hall Boiler Stacks

That the quotation submitted by Superior Boiler Works and Welding Ltd. for the removal and replacement of the boiler stacks at City Hall in the total amount of \$11,675.00 be accepted, and that the Audit and Finance Committee recommend the method of financing.

NOTE: Documentation is attached.

**4. Hamilton Place - Renovations, Release of Holdback,
J. J. Elliott Mechanical Ltd.**

That the holdback monies retained by the Corporation of the City of Hamilton, Treasury Department in the total amount of \$7,397.00 be released to the contractor, J. J. Elliott Mechanical Ltd.

NOTE: Documentation is attached.

5. Furnishings for Green Room, Acceptance of Quotation, Intefac Inc.

That the quotation submitted by Intefac Inc. for the supply and installation of furniture for the Green Room in Copps Coliseum in the total amount of \$14,268.91, be accepted and that the Audit and Finance Committee recommend the method of financing.

NOTE (i) : Documentation is attached.

NOTE (ii): The committee directed the Director to utilize the emergency purchasing procedure as adopted by the HECFI Board of Directors, since the order must be made as of this date or delivery cannot be guaranteed for August 14, 1987.

The following are for information only:

1. Status Report on Confirmed Events at Copps Coliseum - July to October 1987

That the Status Report on Confirmed Events at Copps Coliseum - July to October 1987, be received for information.

NOTE: Documentation is attached.

2. Consolidated Unaudited Operating Results for HECFI for the Five Month Period Ended May 31, 1987

That the Consolidated Unaudited Operating Results for HECFI for the Five Month Period Ended May 31, 1987, be received for information.

3. Unaudited Operating Results for the C.U.P. for the Five Month Period Ended May 31, 1987

That the Unaudited Operating Results for the C.U.P. for the Five Month Period Ended May 31, 1987, be received for information.

4. Report by the Director of Copps Coliseum

That the report as submitted by the Director of Copps Coliseum, be received for information.

NOTE: Documentation is attached.

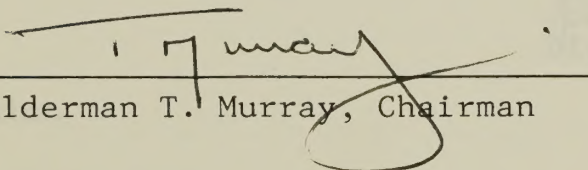
5. Chairman's Lounge

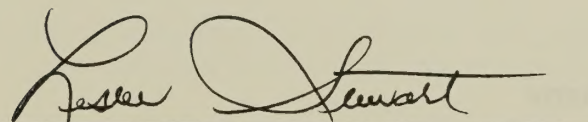
Alderman Hinkley suggested that the committee consider the idea of displaying pictures, in the Chairman's Lounge, of the HECFI Board Chairmen and Members, beginning with the first official HECFI Board.

6. Date of Next Meeting

The next meeting of the Copps Coliseum Committee will take place on Wednesday, July 22, 1987 at 11:30 a.m. in the Copps Coliseum Board Room.

Respectfully submitted,


Alderman T. Murray, Chairman


Leslee Stewart, Secretary

M E M O R A N D U M

FOR ACTION:

☐

FOR INFORMATION:

☒

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 June 18

SUBJECT: Client Evaluation Forms

RECOMMENDATION:

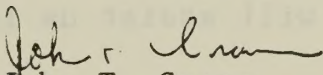
For information purposes only.

BACKGROUND:

At the Copps Coliseum Committee meeting held 1987 March 25, Alderman Brian Hinkley, Chairman, HECFI, suggested that Copps Coliseum implement a system, presently in place at the Convention Centre, whereby clients/promoters of the facility upon completion of their event, fill out a Client Evaluation Form.

The Client Evaluation Form specially designed for Copps Coliseum is attached in draft form for the Committee's comments.

Respectfully submitted,


John T. Crane
Director

attchm.

EVALUATION

We very much appreciate if you would take the time to complete this questionnaire.

Your comments will assist us in reviewing our overall performance.

PROMOTER _____

ADDRESS _____

DATE OF EVENT _____

BOOKING

Yes No
(Please check)

Was the Sales Executive helpful?

/___/ /___/

Were you given all details regarding
rental rates and other costs?

/___/ /___/

Do you feel the rates and costs are fair?

/___/ /___/

Were the dates you wanted available?

/___/ /___/

BOX OFFICE

Yes No
(Please check)

Was the Box Office Manager helpful?

/___/ /___/

Were you given all details regarding Box

Office fees and procedures?

/___/ /___/

Was the service satisfactory?

/___/ /___/

EVENT CO-ORDINATION

Was the Events Manager/Assistant helpful?

/___/ /___/

Was the service/co-operation satisfactory?

/___/ /___/

Did you receive technical advice?

/___/ /___/

Was the set-up satisfactory?

/___/ /___/

OPERATIONS

Was the building clean?

/___/ /___/

Was the building temperature satisfactory?

/___/ /___/

Were the dressing rooms satisfactory?

/___/ /___/

Were the media/promoter rooms satisfactory?

/___/ /___/

SECURITY

Yes No
(Please check)

Was the Security Supervisor helpful?

/___/ /___/

Was the Security Entrance Guard helpful?

/___/ /___/

Was the Building Security adequate?

/___/ /___/

SETTLEMENT

Was the Finance Director/Assistant helpful?

/___/ /___/

Were all event costs itemized?

/___/ /___/

Was the breakdown of costs satisfactory?

/___/ /___/

GENERAL COMMENTS

MEMORANDUM

TO: THE BOARD OF DIRECTORS
FROM: J. J. LINDENBERG, JR., President
SUBJECT: HVAC SYSTEM, ROOM 312
DATE: 1987 June 24

The Board of Directors is requested to approve the award of work to J. J. Lindenbergs, Inc. for the HVAC system in Room 312. The total amount of the award is \$12,125.00. The Board is requested to approve the award of work to J. J. Lindenbergs, Inc. for the HVAC system in Room 312. The total amount of the award is \$12,125.00.

AWARD OF WORK - HVAC SYSTEM, ROOM 312

DATE: 1987 June 24
SUBJECT: HVAC SYSTEM - HVAC System for Room 312, Assignment of
J. J. Lindenbergs, Inc.

RECOMMENDATION:
The Board is requested to approve the award of work to J. J. Lindenbergs, Inc. for the HVAC system in Room 312. The total amount of the award is \$12,125.00.

2) The Audit and Finance Committee recommend the award of
the work to J. J. Lindenbergs, Inc.

NOTE: Only portion received.



M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 June 24

SUBJECT: COPPS COLISEUM - HVAC System for Room 312, Acceptance of
Quotation, J. J. Elliott Mechanical Ltd.

RECOMMENDATION:

- That
- 1) The quotation submitted by J. J. Elliott Mechanical Ltd. for the supply and installation of the HVAC System for Room 312 in Copps Coliseum for the total amount of \$28,226.00 be accepted.
 - 2) The Audit and Finance Committee recommend the method of financing.

NOTE: Only quotation received.

BACKGROUND:

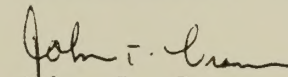
In response to a Request for Quotations issued by the Manager of Purchasing for the supply and installation of a heating, ventilating and air conditioning system for Room 312 in Copps Coliseum, one (1) quotation was received from J. J. Elliott Mechanical Ltd. Attached please find Form of Quotation dated 1987 June 23.

The total net price including all applicable taxes as submitted by J. J. Elliott Mechanical Ltd. amounts to \$28,226.00 This quotation compares favourably with that submitted by Pigott Construction Ltd. during the arena construction period. Pigott submitted a cost of \$41,285.00 for the work described in the specification. Of this amount, approximately \$5,300.00 was in the form of overhead and profit mark-ups applied by the Contractor. These mark-ups were not applied when new quotations were received for this work since a general contractor was not required. This effectively results in a net savings to the Corporation.

J. J. Elliott Mechanical Ltd. is a reputable, local mechanical contracting firm. They have undertaken various projects in the past on behalf of the Central Utilities Plant. Their performance to date has been satisfactory, and I recommend that their quotation be accepted.

Funds are established within Account No. 0408-U32787 - Green (Hospitality Room) for this work.

Respectfully submitted,


John T. Crane
Director

attchm.

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF QUOTATIONSUPPLY & INSTALL AN HVAC SYSTEM

Mr. T. Bradley
Manager of Purchasing
City Hall, Hamilton

Dear Sir:

We, the undersigned, herewith agree to Supply & Install an HVAC System
in accordance with specifications issued by the Manager of Purchasing

June 9th, 1987 at the following price :

TOTAL NET PRICE
Including All Taxes

\$ 28,226.00

NOTE: IF NOT SUBMITTING A PRICE, IN ORDER TO REMAIN ON BIDDERS' LIST FOR
THIS PRODUCT OR SERVICE, THIS FORM MUST BE RETURNED BY DUE DATE AND
TIME WITH A BRIEF EXPLANATION WHY YOU ARE UNABLE TO BID.

Work To Commence 7 Days From Receipt of Order

Work To Be Completed 42 Days From Start

J.J. ELLIOTT MECHANICAL LTD,

Name of Company

399, KENORA AVENUE, HAMILTON, ONTARIO. L8E 2W3.

Street Address of Company, including postal code

J. ELLIOTT.

Authorized Signature

Please Print

(416) 561-2824
Telephone Number

JUNE 23rd
Date of Quotation

198

1987 Trade License Number 00125

AWARD OF WORK - REPLACE CITY HALL BOILER STACKS



M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 June 23

SUBJECT: City Hall - Replacement of Boiler Stacks, Acceptance of
Quotation - Superior Boiler Works and Welding Ltd.

RECOMMENDATION:

- That
- 1) The quotation submitted by Superior Boiler Works and Welding Ltd. for the removal and replacement of the boiler stacks at City Hall in the total amount of \$11,675.00 be accepted.
 - 2) The Audit and Finance Committee recommend the method of financing.

NOTE: Lowest of four (4) quotations received.

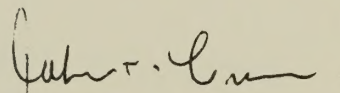
BACKGROUND:

In response to a Request for Quotations issued by the Manager of Purchasing, four quotations were received for the removal and replacement of the boiler stacks at City Hall. Attached please find Cost Analysis dated 1987 June 22.

Superior Boiler Works and Welding Ltd. submitted the lowest price at \$11,675.00 for the work described in the Specifications. This company has performed work in the past on behalf of the Corporation of the City of Hamilton and the Central Utilities Plant and has performed same satisfactorily and expeditiously. It is my recommendation that the quotation submitted by Superior be accepted.

Funding for this work is established within the 1987 Capital Budget Programme for the C.U.P. under Various Capital Replacements for City Hall.

Respectfully submitted,



John T. Crane
Director

attchm.

1987 June 22

Cost Analysis - City Hall Boiler Stack Replacement

<u>Company</u>	<u>Total Net Price including all applicable taxes</u>
Superior Boiler	\$11,675.00
Union Boiler	\$13,830.00
Boiler Pump & Marine	\$19,750.00
Hamilton Boiler	\$48,668.55



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 June 16

SUBJECT: HAMILTON PLACE - Piping Renovations Release of Holdback,
J. J. Elliott Mechanical Ltd.

RECOMMENDATION:

That the holdback monies retained by the Corporation of the City of Hamilton, Treasury Department in the total amount of \$7,397.90 be released to the Contractor, namely J. J. Elliott Mechanical Ltd.

Continued /2 ...

BACKGROUND:

In accordance with the provisions of the Construction Lien Act, 1983, J. J. Elliott Mechanical Ltd. have made application for the release of holdback monies retained by the Corporation of the City of Hamilton on account of contract for Hamilton Place piping renovations. This work has been completed as per Contract specifications and drawings as of 1987 April 3.

It is my recommendation that the holdback monies retained in the total amount of \$7,397.90 now be released subject to a lien search being conducted by the City Solicitor's Department and approval of the Treasury Department. I attach for your information copy of Progress Certificate of Payment No. 4 requesting release of these monies and the necessary documentation required to be filed under the Construction Lien Act.

Respectfully submitted,


John T. Crane
Director

attchms.

NOTE: THIS IS NOT A CERTIFICATE OF SUBSTANTIAL PERFORMANCE
CONTRACTOR

NAME J.J. Elliott Mech Ltd

P.O. NO. 23693

ADDRESS 399 Kenora Avenue

CERTIFICATE NO. 4

Hamilton, Ontario

AMOUNT \$7,397.90

DATE May 21st 1987

THIS IS TO CERTIFY THAT J.J. ELLIOTT MECHANICAL LTD
CONTRACTOR FOR WORK AT HAMILTON PLACE PIPING REVISIONS
IS ENTITLED TO PAYMENT OF SEVEN THOUSAND THREE HUNDRED & NINETY SEVEN
...../100 DOLLARS (\$ 7,397.90)
ON ACCOUNT OF CONTRACT FOR HAMILTON PLACE PIPING REVISIONS.
IN RESPECT OF WORK DONE AND MATERIAL FURNISHED
DATE OF COUNCIL APPROVAL

[Signature]
PAYMENT CERTIFIER/
DEPARTMENT HEAD

STATEMENT OF ACCOUNT TO DATE OF APPLICATION FOR CERTIFICATE

RECONCILIATION OF PAYMENTS

THIS CERTIFICATE

1. Gross Value of Work Certified	\$ 7,397.90.....
2. Deduct: 10% Statutory Holdback	\$...NIL.....
3. Net Value of this Certificate	\$ <u>7,397.90</u>

ACCUMULATED CERTIFICATES

4. Gross Value of Work Certified	\$ 73,979.00.....
5. Deduct - Total Holdbacks	\$NIL.....
6. Work Performed Less Holdbacks	\$ <u>NIL</u>

RECONCILIATION OF CONTRACT

7. Original Contract Sum	\$ 73,979.00.....	
8. Authorized Additions/Deductions	\$	
9. Net Contract		
10. Total Gross Certificates to date (line 4)		\$.73,979.00....
11. Balance of Contract Outstanding (line 9 minus line 10)		\$.73,979.00....
		\$ <u>NIL.</u>

CONTRACT IS COMPLETE - Adjust Balance

THE ABOVE STATEMENT OF ACCOUNT IS CORRECT

CONTRACTOR SIGNATURE *[Signature]*

TITLE President.

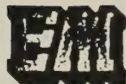
INSPECTED AND PASSED BY: *[Signature]*

TITLE Mgr. P & B Operations

PRICES AND EXTENSIONS CHECKED BY: *[Signature]*

TITLE COMPTROLLER

APPROVED (DEPARTMENT HEAD) *[Signature]*



INVOICE

J.J. ELLIOTT MECHANICAL LTD.

(416) 561-2824 399 KENORA AVENUE HAMILTON, ONTARIO L8E 2W3

Number

Date May 21st 1987

TERMS - NET 30 DAYS.

2% Interest Per Month Charged on all
Overdue Accounts.

Corp of the City of Hamilton,
C/O Hamilton Entertainment & Convention
Facilities Inc.,
101, York Street,
Hamilton, Ontario.

WORK PERFORMED AT:

L8R 3L4. ATT: Mr. J.A. leuser.

YOUR ORDER NUMBER OR AUTHORITY

REQUISITION

TERMS

P.O. 23693

Req #4.

Holdback claim.

To provide labour & materials
for Hamilton Place Piping Revisions
As per plans and specs.

\$73,979.99

All Taxes Included.

Labour & Material on Job To-date
Less Req #1 to 3

\$73,979.00

66,581.10

Holdback Claim.

7,397.90

\$7,397.90

C.

F. M. Honeyman

PLUMBING · HEATING · BOILER PLANTS · PROCESS PIPING · VENTILATING AND EXHAUST SYSTEMS
SHEET METAL FABRICATING · AIR CONDITIONING SYSTEMS

SUPPLEMENTARY DECLARATION

This Statutory Declaration is signed by the contractor before a person authorized to swear affidavits.

This Statutory Declaration in respect of the Mechanics' Lien Act is to be forwarded to The Corporation of the City of Hamilton, Attention: Treasury Department, when application is made for release of holdback or final payment.

IN THE MATTER OF CONTRACT NO. 23693
At the project of Hamilton Place
Between contractor, J.J. Elliott Mechanical Ltd.

- AND -

THE CORPORATION OF THE CITY OF HAMILTON

I, Jack Elliott, of the City of Hamilton in the
Regional Municipality of Hamilton-Wentworth, In the Province of Ontario,

DO SOLEMNLY DECLARE:

1. That I am President of the said
(President, Vice-President, Proprietor of Business, Partner, etc.)
Contractor named in above Contract, and as such have personal knowledge of the facts herein set out.
2. That all workmen employed by the said Contractor in the performance of the said Contract have been paid in full no less frequently than semi-monthly and up to and including the pay-day immediately preceding the date of this declaration.
3. That all sub-contractors, labour and accounts for materials and equipment whatsoever (that is, all liabilities of the said Contractor), in respect of the work covered by the above noted Contract have been paid in full, EXCEPT FOR
 - (a) holdbacks retained by the said Contractor on sub-contracts which amount in total for all sub-contracts to the sum of \$ NIL (Enter Nil if applicable). AND EXCEPT FOR
 - (b) (Enter Nil if applicable)
4. That the said Contractor has complied with the requirements of statutes and regulations of the Province of Ontario relating to the payment of fair wages and with the requirements of the said Contract relating to the payment of wages.
5. That all amounts owing for Workmen's Compensation, employees' income tax and Canada Pension, unemployment insurance, vacation with pay allowances and all other charges of whatsoever nature due or payable by reason of the performance of the work covered by the said Contract have been duly deducted and/or paid according to the law.
6. That The Corporation of the City of Hamilton has paid all monies due on the said Contract, EXCEPT FOR
 - (a) the 10% holdback for ☒ Substantial Performance and remains to be paid the said Contractor; AND ☐ Finishing Work
 - (b) the following items of the said Contract unpaid as of this date; (Enter Nil if applicable)
7. The said Contract was ☐ Substantially Performed and materials have been fully supplied and services have been ☒ Completed
performed to complete the said Contract as of the 3rd day of April, 1987.
8. That the contractor, any person, firm or corporation claiming by, through or under the said Contractor,
 - (a) has not registered a lien on the job site or given a notice of a lien claim to the City, and
 - (b) the 45 day period within which a lien claim may be registered has expired.

AND I MAKE this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence ACT".

SWORN before me at the City of

City of Hamilton in the

Regional Municipality of

Hamilton-Wentworth

this 21st day of

May, 1987

LLOYD LEE KIRKBY, a Commissioner
for taking Affidavits, Judicial District of
Hamilton-Wentworth, for the Hamilton
Construction Association
A Commissioner for Taking Oaths.
a Notary Public or a Lawyer.

Construction Lien Act, 1983

DECLARATION OF LAST SUPPLY

Under Subsection 31 (5) of the Act

J.J. Elliott Mechanical Ltd

(name of supplier)

a supplier of services or materials to an improvement being made to:

Hamilton Place

(address of premises)

declares that:

1. The following services or materials were supplied:

(description of services or materials)

Piping Revisions To hamilton Place As Outlined on P.O. #23693

2. These services or materials were supplied under a contract* with

The Corp. of The City of Hamilton.

(name of payer)

OR subcontract,
in the case
of the

dated the 2nd day of September, 19 86

3. The last supply of services or materials made by the supplier to the improvement under the contract*

was made on April 3rd 1987

(date of last supply)

4. No further services or materials will be supplied under the contract*.

declared before me at the

City of Hamilton
the Region of Hamilton/Wentworth
the 21st day of MAY 19 87LLOYD LEE KIRKBY, a Commissioner
for taking Affidavits, Judicial District of
Hamilton/Wentworth, for the Hamilton
Construction Association.
Exhibit 23/01/88

(supplier)

Construction Lien Act, 1983

CERTIFICATE OF SUBSTANTIAL PERFORMANCE OF THE CONTRACT

Under Section 32 of the Act

..... Regional Municipality of Hamilton-Wentworth
(County / District or Regional Municipality / City or Borough of Municipality of Metropolitan Toronto in which premises are situated)

..... At Hamilton Place,
(street address and city, town, etc. or, if there is no street address, the location of the premises)

This is to certify that the contract for the following improvement: *(short description of the improvement)*

Piping Revisions to Hamilton Place As Outlined on P.O. #23693

to the above premises was substantially performed on April 3rd 1987
(date substantially performed)

Date certificate signed: 1987 June 3 *B. N. Calder*
(payment certifier, where there is one)

(owner, where there is no payment certifier)

(contractor, where there is no payment certifier)

Name of owner: Corp of the City of Hamilton.

Address for service: Main Street West, Hamilton.

Name of contractor: J.J. Elliott Mechanical Ltd.

Address for service: 399, Kenora Avenue.

Name of payment certifier *(where applicable)*: B. N. Calder

Address: 101 York Boulevard, Hamilton

(Use A or B whichever is appropriate)

A. Identification of premises for preservation of liens:

HAMILTON PLACE.

(where liens attach to premises, reference to lot and plan or instrument registration number)

B. Office to which claim for lien and affidavit must be given to preserve lien:

(where liens do not attach to premises)

Construction Lien Act, 1983

CERTIFICATE OF COMPLETION OF SUBCONTRACT
Under Subsection 33 (1) of the Act

This is to certify the completion of a subcontract for the supply of services or materials between

J.J. ELLIOTT MECHANICAL LTD
(name of subcontractor)

and CORP OF THE CITY OF HAMILTON

dated the 2nd day of SEPTEMBER, 1986.

The subcontract provided for the supply of the following services or materials:

Piping Revisions to Hamilton Place As Outlined on P.O. #23693.

to the following improvement: (short description of the improvement)

Hamilton Place Piping Changes.

of premises at Hamilton Place
(street address, or if there is none, the location of the premises)

Date of certification: 1987 June 3 B.N. Calder
(payment certifier, where there is one)

(contractor)

Name of owner: Corp of the City of Hamilton

Address for service: Main Street West, Hamilton.

Name of contractor: J.J. Elliott Mechanical Ltd.

Address for service: 399, Kenora Avenue, Hamilton.

Name of payment certifier (where applicable): B.N. Calder

Address: 101 York Boulevard, Hamilton.

(Use A or B whichever is appropriate)

A. Identification of premises for preservation of liens:

Hamilton Place.

(where liens attach to premises, lot and plan number or instrument registration number)

B. Office to which claim for lien and affidavit must be given to preserve lien:



M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 June 24

SUBJECT: COPPS COLISEUM - Furnishings for Green Room
Acceptance of Quotation, Intefac Inc.

RECOMMENDATION:

- That
- 1) The quotation submitted by Intefac Inc. for the supply and installation of furniture for the Green Room in Copps Coliseum in the total amount of \$14,268.91 be accepted.
 - 2) That the Audit and Finance Committee recommend the method of financing.

NOTE: Lowest of two (2) quotations received.

Continued /2 ...

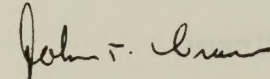
BACKGROUND:

Two (2) quotations were received by the Manager of Purchasing for the supply, delivery and installation of furniture/furnishings for the Green Room in Copps Coliseum. Attached please find Cost Analysis dated 1987 June 24.

Intefac Inc. submitted the lowest price at \$14,268.91 including all applicable taxes, delivery and installation charges. It is my recommendation that the quotation submitted by Intefac Inc. be accepted.

Funds are established within Account No. 0408-U32787 - Green (Hospitality Room) for this purchase.

Respectfully submitted,



John T. Crane
Director

attchm.

Cost Analysis - Furnishings for Green Room in Copps Coliseum

<u>Company</u>	<u>Total Net Price including all applicable taxes, delivery and installation charges</u>
Intefac Inc.	\$14,268.91
Lordly Jones Co. Ltd.	\$15,556.20

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
FROM : Joe Tsao, Sales Executive, Copps Coliseum
COPIES TO : B. Conacher, Managing Director/Chief Executive
Officer, HECFI
: J. Crane, Director, Copps Coliseum
DATE : June 16, 1987
RE : Status Report on Confirmed Events at
Copps Coliseum - July to October, 1987

July, 1987

1 Confirmed Event:

1. Jehovah's Witnesses Convention
- July 17th, 18th, 19th, 24th, 25th and 26th

August, 1987

1 Confirmed Event:

1. Canada Cup - Pre-tournament Games
: August 16th - U.S.A. vs Canada Olympic Team
: August 22nd - Finland vs Canada Olympic Team
: August 23rd - U.S.S.R. vs Canada
C.S.S.R. vs Canada
2. Canada Cup - Tournament Games
: August 30th - Finland vs Canada
: August 31st - Sweden vs U.S.A.

September, 1987

1 Confirmed Event:

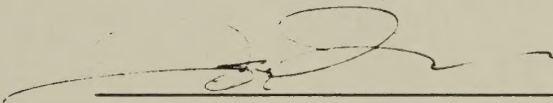
1. Canada Cup - Tournament Games
 - : Sept. 2nd - U.S.A. vs Canada
 - : Sept. 4th - Finland vs C.S.S.R.
 - : Sept. 6th - U.S.S.R. vs Canada
2. Canada Cup - Playoff Games
 - : Sept. 8th - Semi-final
 - : Sept. 13th - 2nd Final
 - : Sept. 15th - 3rd Final (if necessary)

October, 1987

1 Confirmed Event:

1. 1987 Hamilton International Auto Show
 - October 22nd to 25th.

JT:mgm



Joe Tsao,
Sales Executive.



1987 June 19

REPORT BY THE DIRECTOR OF COPPS COLISEUM

6.1 Events

The next scheduled event at Copps Coliseum will be the Jehovah Witness Convention on July 17, 1987 and will be for a two-week period.

6.2 Technical

The replacement of the arena piping and floor is on schedule with the completion date expected to be in the first week of July.

The security and alarm system is completed and being monitored from the Central Control Unit at the Security Office. Also, exterior door closures were installed to further enhance the security system at the Coliseum.

Sound system improvements are completed and final testing now in progress. There is a vast improvement from the existing system which was not very clear and had a number of dead spots in some locations of the arena.

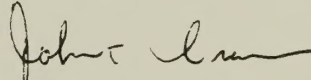
The lighting improvements in the arena are complete with the exception of the controller which is expected to arrive within the next few days.

Preparations are now underway for the development of a Green Room in the space formerly occupied by Volume Concession Services. Tenders are being prepared for air conditioning the space and adding washrooms. Also, prices are being obtained for wall covering, furniture and servery equipment.

6.3 General

The Director is now beginning the planning process for the upcoming Canada Cup which is to begin on August 16, 1987. There are many details which are to be worked on such as; staffing, security, seating plan, cleaning, media requirements and environmental control.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "John T. Crane". The signature is fluid and cursive, with a long horizontal stroke at the end.

John T. Crane
Director

5.1.1 Copps Coliseum Committee Minutes of
May 27, 1987

COPPS COLISEUM COMMITTEE

Wednesday, May 27, 1987

11:30 A.M.

Copps Coliseum Board Room

PRESENT: Alderman T. Murray, Chairman
Mr. D. Beattie, Vice Chairman
Alderman J. Gallagher
Mr. T. Casey
Mr. W. McFarland
Alderman B. Hinkley, Chairman, HECFI

ALSO

PRESENT: Mr. B. Conacher
Mr. B. Calder
Mr. J. Leuser
Ms. L. Stewart, Secretary

REGRETS: Mr. D. Braley
Mr. J. Crane

The Chairman called the meeting to order at 11:30 a.m.

The following motions were carried during the In Camera Session:

THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE
BE CONVENED AT 12:10 P.M.

THE IN CAMERA MINUTES OF APRIL 22, 1987, BE APPROVED.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS
COLISEUM - JUNE TO SEPTEMBER 1987, BE RECEIVED FOR
INFORMATION.

THAT THE COPPS COLISEUM EVENT REVENUE REPORT - APRIL
1987, BE RECEIVED FOR INFORMATION.

THAT IN THE LETTER TO THOSE INTERESTED IN PURCHASING
THE USE OF A PRIVATE BOX AT COPPS COLISEUM A CLAUSE
WHICH STATES, "THE CITY RESERVES THE RIGHT TO REJECT
ANY OR ANY PART OF OR ALL TENDERS AND AWARD A CONTRACT
TO OTHER THAN THE HIGHEST TOTAL ACQUISITION COST" IS
TO BE INCORPORATED IN SAME LETTER AND THAT CHEQUES
SUBMITTED BY THOSE BIDDING ON PURCHASING THE USE OF
THE PRIVATE BOXES ARE TO BE MADE PAYABLE TO THE
HAMILTON TRADE CENTRE/ARENA FOUNDATION.

THAT THE REPORT ENTITLED STAFF OVERTIME AND MORALE, AS
SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE
REFERRED TO THE NEXT MEETING OF THE AUDIT AND FINANCE
COMMITTEE.

THAT THE LETTER ADDRESSED TO THE CHAIRMAN OF THE
COPPS COLISEUM COMMITTEE FROM MR. NORM MARSHALL, PUBLIC
RELATIONS/PROMOTIONS CONSULTANT, DATED 1987 MAY 19,
CONCERNING THE ONE MILLIONTH PATRON, BE RECEIVED FOR
INFORMATION.

THAT THE REPORT ENTITLED RECONSTRUCTION OF ARENA FLOOR, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

THAT THE REQUEST BY MR. PETER HAM, PRESIDENT, HAMILTON STEELHAWKS CONCERNING MISL, BE TABLED UNTIL THE NEXT COPPS COLISEUM COMMITTEE MEETING, AND THAT THE SECRETARY EXTEND AN INVITATION TO MAYOR ROBERT MORROW TO ATTEND THAT MEETING IN ORDER THAT HE MAY BE PRESENT DURING MISL DISCUSSIONS.

THAT THE MANAGING DIRECTOR/CEO, HECFI, PREPARE A REPORT ON DISPLAY ADVERTISING IN COPPS COLISEUM, AND THAT A RECOMMENDATION BE PRESENTED TO THE NEXT COPPS COLISEUM COMMITTEE MEETING.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE ADJOURNED AT 2:00 P.M.

1. Minutes of April 22, 1987

1.2 Motion for Approval

MOVED by Mr. Beattie, seconded by Alderman Gallagher that

THE MINUTES OF APRIL 22, 1987, BE APPROVED.

MOTION CARRIED.

2. Business Arising From The Minutes

2.1 Safety for Wheelchairs on Promenade Concourse

Alderman Gallagher asked that perhaps during the floor reconstruction this may be a good time for Volume Concession Services to reduce the concession tables. Mr. Calder advised that he will relay this to Mr. Bruce Smith of Volume.

MOVED by Alderman Gallagher, seconded by Mr. Casey that

THE LETTER ADDRESSED TO THE SECRETARY OF THE COPPS COLISEUM COMMITTEE FROM MISS NORMA WALSH, STAFF RESOURCE, DATED 1987 APRIL 29 WITH RESPECT TO SAFETY FOR WHEELCHAIRS ON PROMENADE CONCOURSE, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

2.2 Lapel Pins

Mr. Beattie advised the committee that he believes lapel pins are passé. Mr. McFarland advised that the Copps Coliseum lapel pins have been of great value and should not be discontinued. The Chairman advised that perhaps each facility committee should deal with the matter of lapel pins and that this matter be referred to the HECFI Board, the Hamilton Place Committee and the Hamilton Convention Centre Committee for consideration.

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE LETTER ADDRESSED TO THE SECRETARY OF THE COPPS COLISEUM COMMITTEE FROM MR. NORM MARSHALL, PUBLIC RELATIONS/PROMOTIONS CONSULTANT, DATED 1987 MAY 11 WITH RESPECT TO LAPEL PINS, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

It was further suggested that if a member of the Copps Coliseum Committee is a member of another facility committee, they could request that their committee deal with the item regarding lapel pins for their respective facility.

2.3 Copps Coliseum Roof Identification

MOVED by Alderman Gallagher, seconded by Mr. Casey that

A HIGH ROOF IDENTIFICATION SIGN NOT BE APPLIED TO THE COPPS COLISEUM ROOF.

MOTION CARRIED.

3. Marketing

3.1 Status Report on Confirmed Events at Copps Coliseum - June to September 1987

MOVED by Mr. McFarland, seconded by Mr. Casey that

THE REPORT ENTITLED STATUS REPORT ON CONFIRMED EVENTS AT COPPS COLISEUM - JUNE TO SEPTEMBER 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. New Business

4.1 MISL Expansion Franchise Seminar

MOVED by Alderman Gallagher, seconded by Mr. Casey
that

THE REPORT AS SUBMITTED BY THE DIRECTOR OF COPPS
COLISEUM ENTITLED MISL EXPANSION FRANCHISE SEMINAR,
BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4.2 The Monarchist League of Canada Request

MOVED by Alderman Gallagher, seconded by Mr. Beattie
that

THE DIRECTOR OF COPPS COLISEUM BE AUTHORIZED TO
UNVEIL AND DISPLAY A FRAMED COLOUR PHOTOGRAPH OF HER
MAJESTY QUEEN ELIZABETH, SEATED WEARING THE ORDER OF
CANADA ON HER DRESS: AND HIS HIGHNESS THE DUKE OF
EDINBURGH, STANDING IN CEREMONIAL MILITARY UNIFORM,
AS PRESENTED TO COPPS COLISEUM BY THE MONARCHIST
LEAGUE OF CANADA, BE APPROVED.

MOTION CARRIED.

4.3 Consolidated Unaudited Operating Results for
HECFI for the Four Month Period Ended April 30,
1987

MOVED by Mr. McFarland, seconded by Alderman Hinkley
that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR THE
FOUR MONTH PERIOD ENDED APRIL 30, 1987, BE RECEIVED
FOR INFORMATION.

MOTION CARRIED.

4.4 Unaudited Operating Results for the C.U.P. for
the Four Month Period Ended April 30, 1987

MOVED by Alderman Hinkley, seconded by Mr. Casey that

THE UNAUDITED OPERATING RESULTS FOR THE C.U.P. FOR
THE FOUR MONTH PERIOD ENDED APRIL 30, 1987, BE
RECEIVED FOR INFORMATION.

MOTION CARRIED.

5. Report by the Director of Copps Coliseum

Alderman Gallagher inquired if the C.U.P. computer is tied in with City Hall. Mr. Calder advised that at present it is not tied in, however, the Director of Purchasing is securing prices with regard to this work being done.

MOVED by Alderman Gallagher, seconded by Alderman Hinkley that

THE REPORT AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Alderman Murray, Chairman of the Copps Coliseum Committee vacated the chair; and Mr. Beattie, Vice-Chairman of the Copps Coliseum Committee assumed the chair.

6. Other Business

6.1 AHL Team Controversy

Alderman Murray advised the committee that The Hamilton Spectator printed an article involving allegations made by Mr. Russ Boychuk that the Copps Coliseum Committee would not allow an AHL team in Hamilton, and that Mr. John Crane and Mr. Joe Tsao denied talking to Mr. Boychuk about this matter. Alderman Murray further advised the committee that he requests that The Hamilton Spectator print a retraction since the article is untrue and that Mr. Boychuk publically withdraw the remarks he made about same.

Alderman Hinkley advised that, in his experience, retractions consist of a very small paragraph and are not usually obvious.

MOVED by Alderman Hinkley, seconded by Alderman Gallagher that

THE COPPS COLISEUM COMMITTEE SEEK LEGAL ADVICE FROM THE LAW FIRM REPRESENTING HECFI ON ALLEGATIONS MADE BY MR. RUSS BOYCHUK AND ON AN ARTICLE IN THE HAMILTON SPECTATOR CONCERNING THE REFUSAL OF AN AHL TEAM TO HAMILTON.

MOTION CARRIED. Unanimous.

The committee requested that they be copied on all correspondence concerning this matter, and further that the law firm representing HECFI review and make comments to the HECFI Board on this issue.

Alderman Murray resumed the chair.

7. Date of Next Meeting

The next meeting of the Copps Coliseum Committee will be held on Wednesday, June 24, 1987 at 11:30 a.m. in the Copps Coliseum Board Room.

8. Unfinished Business

The committee duly noted the Unfinished Business.

9. Adjournment

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE MEETING ADJOURN AT 12:05 P.M.

MOTION CARRIED.

Taken as read and approved,

Alderman T. Murray, Chairman

Leslee Stewart, Secretary

5.2 Hamilton Convention Centre Committee
Sixth Report

REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF JUNE 26, 1987

The Hamilton Convention Centre Committee presents its SIXTH REPORT for 1987 as follows:-

1. Temperature Control

It was reported by the Director that Mr. Crane was in process of obtaining tenders for air balancing in connection with the problem of temperature control in the building.

2 Director's Report - May 1987

The Director's Report for May 1987 was received for information, and a copy is attached hereto as APPENDIX "A".

3. Correspondence

4. Comment Cards and Responses

5. Client Evaluations

The above three items were noted and received for information.

6. Summary of Revenue and Expenditure - May 1987

This report was presented by the Director, Finance/Administration and received for information; it will be included in the Audit/Finance Committee Report.

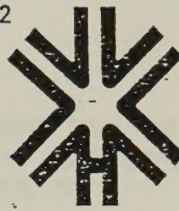
7. Date of next meeting

The next meeting of the Committee was arranged to take place at 8:00 o'clock a.m. on Friday, July 24, 1987.

Respectfully submitted,

Alderman R. Wheeler, Acting Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary



HAMILTON CONVENTION CENTRE

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE

FROM THE DIRECTOR FOR MAY, 1987

June 22, 1987

INTRODUCTION:

May was another busy month for the Convention Centre with the Facility making money for the third month in a row. For the month, we were 4% over budget for a total of \$272,000, which was 15% over 1986. Annually, the Centre was 16% over budget for \$1,037,000, which is the first time that the facility has gone over \$1 million in the first five months of the year. This was 10% over 1986.

OPERATIONS;

School Banquets were very visible during the month, with Sherwood, St. Thomas Moore, Saltfleet, Westdale and Cardinal Newman High Schools all having their annual functions in the Centre.

Large functions included the Stelco Quarter Century Banquet, and meetings and banquets for the American Foundrymen's Society, the Board of Education, Ontario English Catholic Teachers' Association, the Regional Health Department, Catholic Children's Aid, McMaster University, the Halton R.C. School Board and Ebony Fashions.

Conventions were also big, with a very important international meeting of the Scanning Electron Microscopy Association. Also, the Electrical Contractors' Association of Canada, the Canadian Institute of Food and Science Technologists, and the Municipal Electrical Association, were all at the Centre in May.

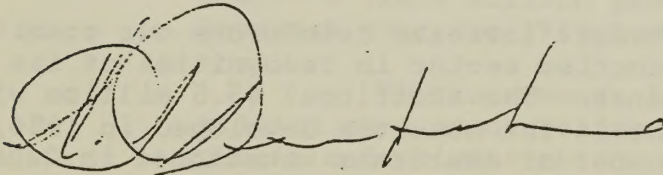
OTHER;

Two computers were introduced to the Convention Centre last week. Both the Secretary of the Committee, Mrs. Goddard, and the Events Secretary, Mrs. Bogie, were trained on an IBM compatible PC, using WordPerfect. The machines are now installed at both stations with printers, and both personnel are in the process of getting used to these new machines.

Attached is an International Tourism Report from Mr. Bernard Valcourt, who is the Minister of State for Small Businesses and Tourism. The report outlines money being spent on the 1987 Advertising Campaign for Tourism in Canada, and is included for Committee interest.

"Hospitality Week" was from June 7 to 13, with two important functions being held at the Centre; on June 9th a Marketplace for all Area Association and Corporate Meeting Planners was held with a good turn-out of approximately 225 Planners. On June 11th, the Convention Ambassador Dinner was held with approximately 100 attending. Each ambassador received a framed scroll honouring his/her achievement in bringing conventions to the City.

The Convention Centre took part in the recent Corporate Challenge, sponsored by the Chamber of Commerce and held at McMaster. The Facility again held its own and came 22nd out of some 80 participating teams.



William J. Penfold
Director
Hamilton Convention Centre

WJP:BG

Ministre d'État
Petites entreprises et Tourisme



Minister of State
Small Businesses and Tourism

MAY 27 1987

L'honorable The Honourable

Bernard Valcourt

May 8, 1987

**Tourism Marketing Council Members
Tourism Industry
(Organizations and Associations)**

As you may be aware, on March 28, 1987, I announced at the annual meeting of the Tourism Industry Association of Nova Scotia that an additional \$5.5 million will be spent by the federal government for tourism promotion in the United States.

This budget increase reinforces our commitment to develop the tourism sector in recognition of its economic importance. The additional \$5.5 million will help Canada maintain the momentum developed in 1986, when a record number of Americans vacationed in Canada.

I would like to take this opportunity to tell you more about our plans so that your own marketing efforts can mesh more effectively. Most of the incremental funding will be spent in the 1987 spring/summer consumer campaign, our traditional strong season, and in the fall shoulder season, an important market of opportunity.

The 1987 U.S. consumer advertising campaign is a natural extension of last year's highly successful "Canada. The World Next Door" program. Based on further analysis of the U.S. Pleasure Travel Study and the test results from the 1986 campaign, the "New World" television commercial has been recut to remove the Expo 86 references and to include new elements of family fun and attractions. Using the same creative style, nine out of 12 magazine ads contain completely new images or feature different parts of Canada.

The 1987 creative has been pre-tested in four major markets: Boston; Chicago; Los Angeles; and New York. I am pleased to report that this year's test

.../2

- 2 -

results were even better than those achieved last year. The incremental funds will help expand our creative materials by providing \$1 million to develop new print and television for fall/winter.

For spring 1987, three million dollars will be spent to increase television and magazine advertising in Tourism Canada's primary and secondary U.S. markets. Specifically, the incremental television campaign will add Sacramento, San Diego, Columbus and Indianapolis to the secondary market list. The spring cooperative newspaper campaign has been increased to permit a larger joint program with partners.

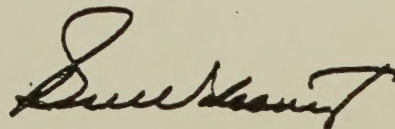
The incremental spring magazine campaign will add five new publications to our media schedule (Time, Forbes, House and Garden, Vanity Fair and Money). With the incremental funds, the 1987 spring/summer campaign becomes Tourism Canada's biggest advertising effort ever - a \$14.9 million program. This is a 35 per cent increase over the 1986 budget of \$11 million.

Tourism Canada is also planning to spend \$1.5 million on a co-operative fall advertising campaign with public and private sector partners. We look forward to increased participation by provincial, territorial and industry partners to repeat the successful 1986 fall program.

I believe that this announcement clearly demonstrates the federal government's commitment to the tourism industry and its recognition of the industry's impact on provincial and territorial economies. The high priority placed on attracting more foreign visitors is evidence that the federal government is committed to increasing export trade for Canada.

Working together will be key to capitalizing on opportunities in the U.S. market. I sincerely hope that this information will assist you in your own marketing efforts and that, together, we will reap the benefits of an expanded tourism promotion.

Yours truly,



Bernard Valcourt

5.2.1 Hamilton Convention Centre Committee
Minutes of May 29, 1987

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, May 29, 1987

8:00 o'clock a.m.

Room 206, HCC

PRESENT:

Mr. T. E. Yates, Chairman

Alderman R. Wheeler

Mr. Duncan M. Beattie

Mr. Norman Levitt

Mr. B. K. Conacher, Managing Director/CEO, HECFI

Mr. W. J. Penfold, Director

Hamilton Convention Centre

Mr. J. A. Leuser, Director

Finance/Administration, HECFI

Mrs. B. Goddard, Secretary

ABSENT:

Mr. D. O. Braley - on other business

Mr. Fred Bogden, Director

Marketing/Sales Division, HECFI - sickness

Chairman's
Remarks

1. Chairman's Remarks

The Chairman requested a motion to enable the In Camera portion of the Agenda to be dealt with at the start of the meeting.

Motion to
move in
camera

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE IN CAMERA SESSION BE CONVENED.

MOTION CARRIED.

Motions
carried
in camera

2. Motions carried during In Camera Session

2.1 THAT THE BOARD OF DIRECTORS OF HECFI BE REQUESTED TO ADDRESS THE PROBLEM OF REDUCTIONS IN THE NUMBERS OF ROOMS PROMISED BY THE SHERATON HOTEL, OFTEN WITH NO PRIOR NOTICE BEING GIVEN TO THE CUSTOMERS.

Secretary

Minutes of
previous
meeting

3. Minutes of previous meeting held April 24, 1987

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE MINUTES OF THE REGULAR MEETING HELD FRIDAY, APRIL
24, 1987 BE APPROVED AS CIRCULATED TO THE MEMBERS.

Recap of Mr.
Macaluso's
visit

The Managing Director expressed his regret at not having
been in attendance at the previous meeting and asked the
members to give him an outline of what had happened when Mr.
Gabe Macaluso had attended. Alderman Wheeler explained
that there had been a very long, drawn-out discussion,
during which the members, staff and Mr. Macaluso had
discussed many subjects of concern, but with the result that
the air had been cleared on many different matters, which
included that of Show Service companies working in the
Centre.

Mr. Beattie informed the Managing Director that his (the
Managing Director's) wish to have a Visitor and Convention
Bureau had been acknowledged - Mr. Macaluso had been working
more or less in the dark, as he didn't know about the
Centre's contract with Stronco or the commission this brings
to the Centre. Mr. Macaluso had been convinced that the
Centre was not practising favouritism in not recommending
other show service companies - it was just honouring the
contract with Stronco. He could now have dialogue with
Chair-Man Mills with the proper knowledge at his disposal.

MOTION CARRIED.

Business
arising from
previous
meeting

4. Business Arising from previous meeting

The Director, HCC reported that as directed at the previous
meeting, he had drafted a letter for the signature of
Alderman Hinkley (Chairman of the Board) addressed to Mr.
Gabe Macaluso of the Regional Visitor and Convention
Services, pointing out that as the three HECFI facilities
had found comment cards to be a useful tool in providing
better service, perhaps the three major hotels could be
apprised of this fact and maybe adopt a similar practice.
He had since found out that all the hotels do indeed have
such a practice in effect, therefore it was quite possible
the letter he had drafted would not need to be sent.

Draft ltr
re comment
cards

Director's
Report -
April 1987

5. Director's Report - April 1987

The Director reported that April had been no exception to the continued success of the Centre, having been 36% over budget for the month, and for the year it had been 20% over budget. Also, for the second month in a row, revenues had exceeded expenditures.

There had been five conventions during the month - the Ontario Separate Schools Trustees Association (400-500 each day), Hamilton Electrical Maintenance Association (400), the Critical Care Conference (300), the Ontario Hearing Aid Association (155) and the Ontario Hooking Craft Guild (650). Shows had also been held during the month, including the A. and P. Food Fair, Wintario and the Wee Two Doll Show.

Large functions included the Tribute to Gilda Cino, and banquets for the Niagara District Electrical Club, Teen Challenge, Ontario Secondary School Teachers Association, Local 1005, and the Department of Culture and Recreation of the City of Hamilton.

A long discussion took place following the Director's report on the long-standing problem of temperature control in the building. Clients' complaints regarding excessive heat (mainly) in the building continued, and the problem seemed to be that the building had never undergone an "air-balancing" procedure. The Director advised that a sum of \$10,000 could quite easily be expended on this procedure without being wasted.

Alderman Wheeler recalled that the problem went back a long time - there had always been problems, one of which had been how to determine the temperature at the start of an event - the room becomes full of people who themselves generate warmth, which eventually causes the temperature to be too high. For instance, September had always been a bad month in this respect because of the uncertainty of the weather itself. He was of the opinion the matter should be fixed once and for all; lack of hotel rooms was not the only thing that could drive people away.

The Director outlined in his report the action taken by Mr. John Crane, Director of Copps Coliseum and the person in charge of C.U.P. which had been to station a representative of C.U.P. in the Centre on a daily basis; he would fit into the Centre staff and be on call for problems during the day. Other arrangements would be in effect for evenings and

Temperature
control in
Centre

after hours, but the representative would also attend the Operations Manager's weekly service meetings, so that potential temperature problems could be anticipated well in advance and corrected if necessary. He would also be kept informed of all functions with sufficient lead time to deal with potential problems.

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE BOARD OF DIRECTORS BE REQUESTED TO DIRECT THAT A FIRM OF CONSULTANTS BE HIRED TO COME INTO THE BUILDING FOR THE PURPOSE OF AN EXAMINATION OF THE HEATING/COOLING SYSTEM WITH THE OBJECT OF MAKING RECOMMENDATIONS FOR ACTION WHICH WOULD SOLVE THE PROBLEMS PRESENTLY EXISTING.

MOTION CARRIED.

The Managing Director pointed out that Mr. Crane had made assurances, and that he and the Convention Centre Director were working together on the problem. The Director, HCC also informed the committee that he was impressing on staff that in addition to all the other things that went into a room set-up, the temperature had to be there at the correct level at the proper time.

The remainder of the Director's report was received for information.

6. Correspondence

Alderman Wheeler commented that the letters were all very complimentary, and he was especially impressed by the one from the Ontario English Catholic Teachers Association, following which the correspondence was received for information.

7. Comment Cards

Alderman Wheeler noted that one of the complaints that seems to appear from time to time is that the front doors of the facility are not easy to find. There is nothing eye-catching on Main Street to indicate that traffic is approaching Hamilton Place Theatre and the Convention Centre. The Chairman thought this was a result of lack of communication between different committees. The Director pointed out that although there are small signs leading from Highway 403, there is nothing striking enough; in fact the sign opposite City Hall is obscured by foliage in the

summer months. Alderman Wheeler informed the meeting that in the past there had been resistance to having signs on Hamilton Place, but that things may be different now.

It was MOVED by Alderman Wheeler, seconded by Mr. Levitt -

THAT MANAGEMENT SHOULD LIAISE WITH THE PERSONNEL OF THE MARKETING/SALES DIVISION OF HECFI TO DETERMINE WHAT BETTER SIGNAGE COULD BE INSTALLED, AND IN WHAT LOCATION, FOR THE CONVENTION CENTRE AND HAMILTON PLACE.

Director, HCC

MOTION CARRIED.

Client Eva-
luations

8. Client Evaluations

These were discussed, with note being taken of some complaints regarding the quality of the coffee served. It was pointed out that all complaints are brought to the attention of staff via circulation of the Client Evaluation forms, and also at the weekly service meetings. The Client Evaluations were then received for information.

Summary of
Revenue and
Expenditures
- April 1987

9. Summary of Revenue and Expenditure - April 1987

The Director, Finance/Administration, presented his report relating to the Hamilton Convention Centre, stating that the Centre realized for the month of April and the four-month period ended April 30, 1987, budgetary surpluses of approximately \$38,194 and \$99,239 respectively. These results are well ahead of the budgetary surpluses of \$16,216 and \$70,486 achieved respectively for the comparable periods in 1986.

The budgetary surpluses arose primarily due to very favourable revenue results which for the month and four-month period, exceeded budget by \$58,426, or 36.1% and \$129,451, or 20.4% respectively.

The revenue results were the best ever for the month of April and the four month period ended April 30, 1987. They exceeded the amounts achieved for the corresponding periods in 1986 by \$9,371 or 4.4% and \$64,007 or 9.1% respectively.

It should also be noted that for the second time this year, the Convention Centre realized an excess of revenue over expenditures for the month. The excess for the month of April was \$3,168. The Director, Finance/Administration, stated he hoped this would eventually become the norm for

the Convention Centre. There appeared to be a distinct possibility that the Centre would break even for the year.

Mr. Beattie stated the Director should be commended for the summary provided, that had been asked for at the last meeting (which resulted in a much more comprehensive minute) and expressed his appreciation for the time spent.

Part-time
Labour rep't
favourable

The Director, Finance/Administration, pointed out (referring to Page 13 of the report) that the situation with regard to the part-time labour utilization was now quite favourable - from starting off over budget, it had been considerably reduced by the end of April.

It was MOVED by Mr. Beattie, seconded by Mr. Levitt -

THAT THE SUMMARY OF REVENUE AND EXPENDITURES FOR THE MONTH OF APRIL, 1987 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS.

Secretary

MOTION CARRIED.

New
business

10. New Business

Exclusivity

- 10.1 The Managing Director raised the question of "Exclusivity" which often arises when certain types of functions take place at the Centre. Clients who put on certain types of shows want to feel secure that no other show of the same kind (for instance, a bridal or fashion show) will be booked for a certain length of time either side of their own.

The Director, HCC, said this was understandable, but when it comes to three months either way, as has been requested at times, a decision has to be made whether to guarantee this protection for the client, and it was his contention that the decision should lie with management. He himself did not feel he could accede to such requests.

As a nego-
tiating tool

The Managing Director pointed out that the matter of exclusivity is used as a negotiating tool, for example, when Copps Coliseum was negotiating for Disney World, the protection time was negotiated down from ninety days either side to 28 days either side. Although he was not wholly in favour, he conceded that if the Director, HCC and the Marketing/Sales Division feel protection should be given in certain instances, it should be for them to decide on the matter. The committee was in agreement that management's expertise could be relied upon in this area.

Full-time
position.-
Storeman

10.2 Request for Full-time Position - Storeman

The Director, HCC explained that this position works with the Purchaser. The duties involved, and the longer hours spent by the Storeman, fully warrant the change from part-time to full-time with benefits. The position is included in the Convention Centre Budget for 1987 and was also included in the 1987 Business Plan.

It was MOVED BY Alderman Wheeler, seconded by Mr. Levitt -

THAT THE STOREMAN POSITION BE ADDED TO THE FULL-TIME STAFF AT THE CONVENTION CENTRE, THE SALARY TO BE DETERMINED BY CLASSIFICATION USING THE NEW PAY/SALARY GUIDE.

Secretary

The Managing Director concurred with the Director, stating that this position is one of four or five that are being considered for full-time status. His own first priority, however, was to get all the existing full-time staff brought in first.

MOTION CARRIED.

Capital
Request -
Freezer

10.3 Capital Request - Freezer

The Director, HCC explained that with the increase in business, the Centre needs more cool space. This particular item was in the Capital Budget and he recommended that the purchase be made at this time.

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE FREEZER CAPACITY AT THE CONVENTION CENTRE BE INCREASED WITH THE PURCHASE OF A WALK-IN UNIT FROM WILSON GREGORY REFRIGERATION, THE COST, INCLUDING TAXES AND ADDITIONAL EXPENSES FOR RELOCATION OF ELECTRICITY AND PLUMBING, BEING \$10,089.65.

Secretary

MOTION CARRIED.

Payroll
adjustment

10.4 Payroll Adjustment

The Chairman, at this point, reverted to the Salary Study, asking the Director, Finance/Administration about the retro-active aspect. The meeting was informed by the Director that he had been requested by the City that when preparing the budget, he should allow 2½% for cost-of-living, which he had done. He had also set up a provision for the salary

study and had been including this each month. The contingency reserve may have to be called on, or there may have to be some slight adjustment in the budget.

Building
upkeep

10.4 Building Upkeep

The Chairman asked about the state of the building, and wondered what would happen with regard to the usual cleaning etc. which takes place during the summer months. The Director explained that even though the building was going to be more fully occupied during this summer, all the regular housekeeping items would be dealt with, and indeed, some were already completed or under way. \$1,500 worth of painting had been done during the past month, and worn and damaged furniture and carpets would be dealt with in July.

Work already
under way

Date of
next meeting

11. Date of next meeting

It was agreed that the next meeting of the Committee would take place on June 26, 1987 at 8:00 o'clock a.m. Mr. Beattie informed the meeting in advance that he would be unable to attend.

Adjournment

12. Adjournment

It was MOVED by Mr. Beattie, seconded by Alderman Wheeler -
THAT THE MEETING ADJOURN AT 9:15 O'CLOCK A.M.

MOTION CARRIED.

Taken as read and approved,

TERRY E. YATES, CHAIRMAN
HAMILTON CONVENTION CENTRE COMMITTEE

B. Goddard
Secretary

5.3 Hamilton Place Committee Fifth Report



REPORT OF THE HAMILTON PLACE COMMITTEE
TO THE BOARD OF DIRECTORS OF THE
HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

The Hamilton Place Committee presents its FIFTH REPORT from its meeting held Thursday, June 25, 1987 and presents the following for information:

1. Report - Marketing Initiatives - Hamilton Place Program

The Director reviewed for the Committee the Marketing Initiatives Report prepared by Mary Webb, Director of Publicity (attachment 1.) This describes the use of T.V., print and radio advertising in June to promote CAMELOT and lists the feature stories, interviews, contests, posters and displays planned and carried out in support of the summer program.

2. Report - Assistant Director

The Assistant Director gave an update on Capital and Maintenance projects and School Programming (Attachment 2.)

3. Report - Tenants' Office Space Leases - Real Estate Tax

The Committee considered a written report describing the current status of Tenants' leases, the estimated Real Estate Tax which must be paid the City for the first time in 1988 and discussed alternative means of dealing with the increased cost for Hamilton Place and/or Tenants.

Following discussion, Senior Management was instructed to present a recommendation to the next meeting of the Hamilton Place Committee.

4. Report - Director of Finance and Administration

The Director of Finance and Administration presented the Summarized Consolidated Operating Statement as at May 31, 1987.

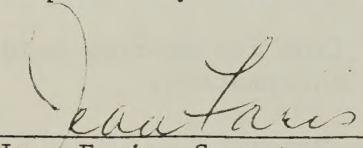
5. New Business

The Director informed the Committee of a request to rent Hamilton Place by an outside promoter for a presentation of THE CHIPPENDALES on July 27, 1987 and requested the Directors' comment and advice. He reported that the show may receive some adverse reaction from members of the public. It has been presented by publicly funded theatres in the West without problems. Net revenue to Hamilton Place: \$5,000 - \$5,500 on a straight rental basis.

5. New Business (Continued)

By consensus of the Committee, there was no objection to the booking if advertising clearly indicates the kind of show it is.

Respectfully submitted,



Jean Faris, Secretary

June 22, 1987

MARKETING INITIATIVE REPORT
HAMILTON PLACE PROGRAM

While planning and negotiating TV, print and radio campaigns for all 3 summer musicals, the greatest concentration in June has been on the Camelot promotion. As a sponsor CHCH-TV11 will have contributed in excess of \$50,000 worth of Camelot commercials in addition to the Hamilton Place buy of \$16,500.

The CHCH-TV sponsorship is for all 3 summer musicals based on a TOTAL Hamilton Place purchase of \$45,000.

The following is a summary of the promotion for Camelot.

CAMELOT PROMOTION

1. TELEVISION

CHCH-TV11 - 275 commercials - (9 per day) June 1 - July 1.

CHCH-TV Contest (call in winners) - June 15-20

CHCH-TV Entertainment Extra program

CHCH-TV News coverage - June 30

CKCO-TV News coverage - June 30

CHCH-TV Mat Hayes - "It Never Rains in Camelot"

CTV CANADA AM Interview with Richard Harris

CBC-TV Announcement on Entertainment

CFTO-TV Announcement on Entertainment

GLOBAL - TV Announcement on Entertainment

CITY-TV Announcement on Entertainment

CKCO-TV Announcement on Entertainment

2. PRINT ADS

Hamilton Spectator May 2 - July 4

St. Catharines Standard

Brantford Expositor

Kitchener Record

Globe & Mail

Hamilton This Month

continued.....

3. RADIO

200 commercials being run June 3 - 29: Value \$5,000.00

CKLH - Hamilton
CHML - Hamilton
CKDS - Hamilton
CKTB - St. Catharines
CKPC - Brantford

Extra Promotions - "King for a Day" on CKLH
"Camelot" with Ruth Slater CKLH
"Camelot" trivia questions on CKDS
"For your information 4 to 6" ticket winners on CBC

4. FEATURE STORIES & INTERVIEWS (Newspaper & Radio)

Hamilton Spectator
St. Catharines Standard
Brantford Expositor
Kitchener Record
CKLH - Hamilton radio
CKPC - Brantford radio

5. COMPUTER OUTDOOR SIGN

1,000 times per day - (May 22-July 5)

6. POSTERS & DISPLAYS

Renaissance Festival in Kitchener
Hamilton & Area
Hamilton Place
Main Street Banner

M E M O R A N D U M

June 22, 1987

TO: Tom Burrows
FROM: Robert Ellison
SUBJECT: Assistant Director's Report

MARQUEE

The Proposal Call for a marquee had a response of eight (8) potential vendors with one from Hamilton (Signex Inc.), one from Burlington (Jones Neon) and others from Mississauga, Markham, Brampton, Bolton and Claude Neon of Toronto. Their Proposals are to be opened at 11 a.m. on Friday, June 26th.

A preliminary discussion with the City's Building Department has indicated that their approval would be given for the marquee subject to the usual considerations. The Traffic Department does have a concern in that a traffic light is located where the sign will be placed. From their point of view, this raises the prospect of accidents caused by vehicles stopping and drivers colliding with them. The Traffic Department hasn't offered its final word on this matter. The Real Estate Department, who I gather has taken over some of the responsibilities of the Architect Department, will have to give this project their consideration as it relates to the overall aesthetics of the Lloyd D. Jackson development.

The only other consideration is that of the trees that are located on the north side of Main Street just before you turn into Summers' Lane. They would have to be removed if the sign is to have maximum effect on potential patrons.

STUDIO THEATRE FLOOR REFURBISHING AND INSULATION

The refurbishing of the Studio Theatre floor is all but complete.

SCHOOL PROGRAMMING 1987/88

Programmes for the coming school year are being planned and potential sources of corporate and government support are being examined.

Assistant Director's Report cont'd.....

SCHOOL PROGRAMMING 1986/87

Hamilton Place has just completed its fourth season of programming for elementary students from the Hamilton Public and Separate Boards, Wentworth County and Halton School Boards. Over 12,000 students have attended 77 performances by 13 companies (see attached list) of English and French Theatre, Storytelling, Music, Ballet, Opera, Puppets and Dance. Our school programming has been described as the most diverse, culturally enriching and exciting of any performing arts facility in Canada. The direct benefit that this has for Hamilton Place is to develop audiences for the future.

Students are charged \$2.50 and \$3.00 with transportation as an additional cost. While certain shows have shown a profit, others have not with the net result being an overall deficit (or, if you like, investment in the future) of \$9,983.07.

As has been indicated at a previous meeting, steps are being taken to offset future costs by obtaining support from the Ministry of Citizenship and Culture through its Class Connections Programme as well as assistance from the area Boards of Education along with corporate sponsorship.

5.3.1 Hamilton Place Committee Minutes of May 28, 1987

HAMILTON PLACE COMMITTEE

REGULAR SESSION

Thursday, May 28, 1987

8:30 a.m.

Hamilton Place Board Room

PRESENT: Mr. D. Hector, Chairman
Dr. C. Bart
Mr. S. Cino
Alderman R. Wheeler

ALSO PRESENT: Mr. T. Burrows
Mr. R. Ellison
Mr. B. Conacher
Mr. J. Leuser
Mrs. J. Faris, Secretary

REGRETS: Mr. T. Casey
Alderman B. Hinkley

1. Chairman's Remarks

The following motions were carried during the In-Camera Session

THE IN-CAMERA SESSION BE CONVENED

THE IN-CAMERA MINUTES OF APRIL 23, 1987 BE APPROVED

THE IN-CAMERA SESSION BE ADJOURNED

2. Minutes of April 23, 1987

2.1 Errors or Omissions

Item 7.2 - last line should read "is included in the capital budget for 1988 and not the "capital budget for this year."

2.2 Motion for Approval

MOVED by Dr. Bart, seconded by Mr. Cino that

THE MINUTES OF APRIL 23, 1987 BE APPROVED.

MOTION CARRIED

3. Business Arising from the Minutes

3.1 Marketing Initiatives Report

The Director stated that marketing at Hamilton Place is a matter of promotion and publicity to sell shows and the 1987 Marketing Plan, approved by the HECFI Board, recommends a variety of expenditures from the Advertising and Promotion Budget. The Committee received a report from Mary Webb, Director of Publicity & Promotion

summarizing current Hamilton Place initiatives now underway in addition to the day to day advertising and promotion for the 14 June, July and August attractions. These include radio and T.V. sponsorships for nine of these shows, making a total of free advertising from sponsorships and promotions for Hamilton Place during June, July and August of \$53,000. In addition, telephone interviews for several of the shows are being set up for the Spectator for advance feature stories. \$19,000 was requested and approved for a print campaign in targeted markets to increase Hamilton Place advance monthly calendar priority subscribers and to stimulate ticket sales for forthcoming attractions. A \$1.00 discount initial membership incentive is being offered for a limited period of time during this campaign.

3,2 Evaluation Forms

The Director advised the Committee that these will be going out shortly as soon as the final format is decided upon and a comparison made with the Copps Coliseum form. Some suggestions were made by Committee members on ways to improve the form.

4. Director, Hamilton Place - Report

The Director stated that most of his report has already been covered under other headings but he did want to discuss the Annual High School Production which this year was THE BOY FRIEND.

There have been disappointing financial and attendance results with this project for the past two years and it seems that the time has come to review the situation. The standard of production is still very high and this year's production was the best yet but the high costs of production at Hamilton Place, along with the necessity of keeping ticket prices low make it impossible not to sustain a loss. He would like to keep this annual production on Hamilton Place books but move it to a Board of Education facility. It is hoped that the Sir John A. MacDonald Theatre with 800 seats will be available and the Director will be discussing this with the Director of the Hamilton Board of Education. The budget could be lowered by approximately 60% by a move to a Board of Education non-union facility.

After some discussion, it was

MOVED by Mr. Cino, seconded by Dr. Bart that

THAT THE ANNUAL HIGH SCHOOL PRODUCTION BY HAMILTON PLACE IN CONJUNCTION WITH THE HAMILTON BOARD OF EDUCATION BE MOVED TO A HIGH SCHOOL AUDITORIUM AND THAT HAMILTON PLACE CONTINUE TO TRAIN AND EDUCATE HIGH SCHOOL STUDENTS IN THE PERFORMING ARTS AND MAKE THE ANNUAL PRODUCTION AVAILABLE TO THE PUBLIC.

MOTION CARRIED

5. Assistant Director - Report

Mr. Ellison gave the Committee an update on Capital and Maintenance projects and School Programming.

The completion of the Studio Theatre floor insulation and refurbishing will take place over the next 10 days. The Proposal Call for a Marquee for Hamilton Place has now been issued. An analysis and review of Proposals that are submitted will be presented to the Hamilton Place Committee for its consideration.

This season's school programming has been critically successful but this has not been reflected by the number of students required to make them all a financial success. Additional support, assistance and funding from the Ministry of Citizenship and Culture and the Hamilton Board of Education have been obtained to offset future costs associated with programming for students and more corporate sponsorship will also be sought. A full report on School Programming 1986/87 will be given at the next Committee meeting.

6. Director of Marketing - Report

Due to the absence of the Director, there was no report

7. Director of Finance and Administration - Report

Mr. Leuser presented the Summarized Consolidated Operating Statements as at April 30, 1987. He noted that the Hamilton Place Budgetary Deficit for the month of April, 1987 was (\$56,273) and for the four month period ended April 30, 1987 was (\$65,894). The budgetary deficit of \$65,894 occurred primarily because of shortfalls in House Promotion and Co-Promotion Show revenues which have not achieved conservative estimates based on past experience. The budgetary deficit of \$56,273 for the month included losses in the amount of \$27,000 for Pump Boys and Dinettes, Hungarian National Folk Ensemble and Readaloud Theatre which were, in error, not reflected in the first quarter statement ended March 31, 1987. Mr. Conacher stated that, for the last seven months, he and other directors have been working on developing monthly information forms. The new forms will answer all the questions brought up at this meeting and at the year end they can be used to make projections for the 1988 Business Plan.

Mr. Cino left the meeting.

8. New Business

9. Other Business

10. Correspondence

Memo from Mr. Burrows to Mr. Conacher regarding Overtime and Staff Morale with attached memos from Robert Ellison, Mary Webb, Jim Elder and Jean Faris stating overtime generally worked.

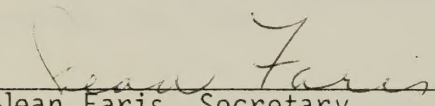
11. Date of Next Meeting

This will be decided at the June 25th meeting

12. Adjournment

The meeting adjourned at 10:30 a.m.

David M. Hector, Chairman


Jean Faris, Secretary

5.4 Audit & Finance Committee Sixth Report



REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE AUDIT/FINANCE COMMITTEE
MEETING OF JUNE 29, 1987

The Audit/Finance Committee presents its SIXTH Report and respectfully recommends:

1. Financial Analysis of Special Events Subsidy Fund

That the Financial Analysis of the Special Events Subsidy Fund as at May 31, 1987 (attached as Schedule "A" for your information) be forwarded to the City's Executive Committee for their information.

2. HECFI Special Events Subsidy Fund Application -
Women and Politics Conference

That \$2,170 be expended from the HECFI Special Events Subsidy Fund in support of the Women and Politics Conference on January 29, 30, 1988.

Note: The HECFI Special Events Subsidy Fund Application Form is attached as Schedule "B".

3. Copps Coliseum Committee -

3.1 Copps Coliseum - HVAC System for
Room 312, Acceptance of Quotation -
J. J. Elliott Mechanical Ltd.

(a) That the quotation submitted by J. J. Elliott Mechanical Ltd. for the supply and installation of the HVAC System for Room 312 in Copps Coliseum for the total amount of \$28,226.00 be accepted; and

(b) That this purchase be financed from work-in-progress expenditure account number 0408-U32787, Green Room.

Note: For the information of the Members of the Board, recommendation (a) above was approved by the Copps Coliseum Committee at its meeting on June 24, 1987. It was the only quotation received.

3.2 Copps Coliseum - Furnishings for
Green Room - Acceptance of Quotation, Intefac Inc.

- (a) That the quotation submitted by Intefac Inc. for the supply and installation of furniture for the Green Room in Copps Coliseum in the total amount of \$14,268.91 be accepted; and
- (b) That this purchase be financed from work-in-progress expenditure account number 0408-U32787, Green Room.

Note: For the information of the Members of the Board, recommendation (a) above was approved by the Copps Coliseum Committee at its meeting on June 24, 1987. It was the lowest of two (2) quotations received.

3.3 City Hall - Replacement of Boiler Stacks,
Acceptance of Quotation -- Superior Boiler
Works and Welding Ltd.

- (a) That the quotation submitted by Superior Boiler Works and Welding Ltd. for the removal and replacement of the boiler stacks at City Hall in the total amount of \$11,675.00 be accepted; and
- (b) That this purchase be financed from work-in-progress expenditure account number 0408-K72943, Various Capital Replacements - City Hall.

Note: For the information of the Members of the Board, recommendation (a) above was approved by the Copps Coliseum Committee at its meeting on June 24, 1987. It was the lowest of four (4) quotations received.

The following are items for information only:

1. HECFI Consolidated Unaudited Operating Results for the
Five Month Period Ended May 31, 1987

Attached as Schedule "C".

3. CUP Unaudited Operating Results for
the Five Month Period Ended May 31, 1987

Attached as Schedule "D".

4. 91st Highlanders Athletic Association -
Special Events Subsidy Fund

Attached as Schedule "E" is an information item sent to the City's Executive Committee advising that the 91st Highlanders Athletic Association will not be requiring funding from the Special Events Subsidy Fund in respect of their previously held event in 1987. The City's Executive Committee and City Council had previously agreed to underwrite losses of up to \$27,500, if incurred, in respect of their 1987 event from the Special Events Subsidy Fund.

RESPECTFULLY SUBMITTED

"W. H. McFarland" / per Jm

W. H. MCFARLAND, CHAIRMAN
AUDIT/FINANCE COMMITTEE

J Mills

Joan M. Mills, Secretary
Audit/Finance Committee



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "A" referred
to in Section 1 of the
SIXTH Report of the
Audit/Finance Committee
Meeting of June 29, 1987.

FINANCIAL ANALYSIS OF
SPECIAL EVENTS SUBSIDY FUND

Balance at January 1, 1987 \$182,139.45

Less Following Charges/Commitments:

Operating Supplies:

- Purchase of a stock of \$10,000 Complimentary Parking Passes	\$ 530.08	\$ 530.08
--	-----------	-----------

Parking Fee Reductions
for Visitors:

- Jan./87 - Mission Advance	313.25	
- Jan.&Feb./87 - Canadian Institute of Traffic and Transportation	81.00	
- March/87 - Home Builders Convention Committee	338.30	
- March/87 - Ontario English Catholic Teachers Assoc.	3,489.10	
- April/87 - Wintario	76.60	
- April/87 - Technology '87	2,144.05	
- April/87 - Ontario Separate School Trustees Technology	2,100.25	
- April/87 - Ontario Hooking Craft	673.45	
- May/87 - Canadian Institute of Food Science	4,836.20	
- May/87 - The Ontario Municipal Recreation Assoc.	967.25	
- May/87 - Municipal Electrical Association	1,450.85	
		\$16,470.30

Rental Subsidies:

- Copps Coliseum Apr.11/87 - Hamilton Minor Hockey Championships	6,000.00	
Apr.18/87 - Ringette Tournament	6,000.00	
		\$12,000.00

Event Charge Subsidies:

- Copps Coliseum		
Apr.18/87 - Ringette		
Tournament	<u>373.70</u>	373.70

Commitments:

- Hamilton Convention Centre		
June 20-26/87 - Canadian		
Society of Laboratory		
Technologists	7,500.00	
- Sept.5/87 - Canada Cup		
'87 Civic Dinner		
Funding not to exceed	<u>\$36,000.00</u>	
		<u>\$43,500.00</u>

Total charges/commitments	<u>\$ 72,874.08</u>
---------------------------	---------------------

Balance at May 31, 1987	<u>\$109,265.37</u>
-------------------------	---------------------

Note: This report does not reflect commitments for parking fee reductions since they are difficult to quantify. However, based on our cost experience in prior years, it is likely that HECFI will have further parking fee reduction costs of between \$20,000 and \$30,000 for the remaining seven months of 1987.

John A. Leuser
John A. Leuser, C.A.
Director of Finance
and Administration

June 26, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "B" referred to
in Section 2 of the SIXTH
Report of the Audit/Finance
Committee Meeting of
June 29, 1987.

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. EVENT NAME: Women and Politics Conference
2. EVENT DATE(S): January 29, 30, 1988
3. FACILITY(IES): Hamilton Convention Centre

4. HECFI MANAGEMENT RECOMMENDATION:

That \$2,170 be expended from the HECFI Subsidy Fund in
support of the Women and Politics Conference.

Date: June 1, 1987

5. **HECFI AUDIT & FINANCE COMMITTEE RECOMMENDATION:**

THAT \$2,170 BE EXPENDED FROM THE HECFI SPECIAL EVENTS SUBSIDY FUND IN SUPPORT OF THE WOMEN AND POLITICS CONFERENCE ON JANUARY 29, 30, 1988.

Date: JUNE 29, 1987

6. **HECFI BOARD OF DIRECTORS RECOMMENDATION:**

Date: _____, 19__

7. PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:

Hamilton and District Council of Women
Full Legal Name Required of Person(s)/Organization(s)

Address: 1 Duke Street, Suite 202

Hamilton, Ontario

L8P 1W9

416-524-0508

Postal Code

Telephone Number

Contact Person(s): Ms. Jeannette Walkem

1 Duke Street, Suite 202, Hamilton, Ont.

L8P 1W9

Bus- 416-524-0508

Home-416-689-7203

Postal Code

Telephone Number

8. HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?

☐
yes

☒
no

*If YES it should be attached hereto.

9. IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- | | | | |
|---|--------------------------------------|-------------------------------------|-------------------------------------|
| - | IS THE ORGANIZATION PROFIT ORIENTED? | ☐ | ☒ |
| | | yes | no |
| - | IS THE ORGANIZATION NON-PROFIT? | ☒ | ☐ |
| | | yes | no |
| - | IS THE ORGANIZATION CHARITABLE? | ☐ | ☒ |
| | | yes | no |

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

OBJECTS

To support and assist the promotion of any project that pertains to the common good of the whole community.

PURPOSE

Helping women to gain skills in every domain.

12. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

	<u>Name</u>	<u>Address</u>	<u>Telephone</u>
President -	Ms. Joan DeNew	1 Duke Street, Ste. 202, Ham, Ont.	524-0508
V President-	Ms. Jeannette Walkem	"	"
Secretary -	Ms. Cecelia Driscoll	"	"
Treasurer -	Ms. Joan Rapsavage	"	"

13. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

Seminar and Workshops.

14. HOW MANY PEOPLE WILL ATTEND THE EVENT?

700-800 people.

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER
HAMILTON? 200 people

15. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

Community direct effect \$21,000.00.

Rental of space \$2,170.00

16. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

Yes ☐

No ☒

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes ☐

No ☐

17. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

Yes ☐

No ☒

If YES, give explanation:

18. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

200 people x 1 days x \$ 105.00 + = \$ 21,000.00

19. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

1. Media - (Regional - Provincial)
2. Spill over to Community.
3. To promote Regional Political awareness.

20. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

Standard rates for facilities.

21. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes ☒ No ☐

If "YES", what is the dollar amount? - \$ 1,500.00

22. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
\$ 2,170.00

23. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? - \$ 2,170.00

24. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?

\$2,170.00

25. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes ☒

No ☐

26. HECFI MANAGEMENT APPROVALS:

Facility Director -

Date:

Facility Director -

Date:

Facility Director -

Date:

Director of Finance
& Administration -

Date:

Managing Director/
CEO

Date:

*Check box if support documentation attached -

April, 1987

Schedule "C" referred
to in **Section 1**,
Information Items, of
the **SIXTH** Report of the
Audit/Finance Committee
Meeting of June 29, 1987.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE

FIVE MONTH PERIOD ENDED MAY 31, 1987

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT MAY 31 , 1987

ASSETS		LIABILITIES AND RESERVES	
CURRENT		CURRENT	
CASH	\$16,500	ACCOUNTS PAYABLE AND ACCRUALS	\$367,200
ACCOUNTS RECEIVABLE	\$662,300	ADVANCE TICKET SALES AND DEPOSITS	\$525,500
PREPAIDS	\$1,300	UNREDEEMED GIFT CERTIFICATES	\$91,200
INVENTORIES	\$79,500	TOTAL CURRENT LIABILITIES	\$983,900
DUE FROM CITY OF HAMILTON	\$269,300	RESERVES	\$45,000
TOTAL ASSETS	\$1,028,900	TOTAL LIABILITIES AND RESERVES	\$1,028,900



Hamilton
Entertainment
and Convention
Facilities Inc.

John A. Leuser, Director of Finance
and Administration

FROM _____ DATE June 17, 1987
Name & Title

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: **B O A R D** ☐ (OR) _____ ALL _____
Committee ☒

Subject

Consolidated Unaudited Operating Results for HECFI for the Five
Month Period Ended May 31, 1987.

Comments

HECFI - Consolidated

HECFI's budgetary surplus for the month and five month period
ended May 31, 1987 were \$118,145 and \$445,737, respectively.

An analysis of the budgetary surpluses (deficits) by facility/
division is as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For The Month of May 1987</u>	<u>For The Five Month Period Ended May 31, 1987</u>
Hamilton Convention Centre	\$ 15,856	\$115,095
Hamilton Place	6,602	(59,292)
Copps Coliseum	47,904	192,488
Corporate	47,783	197,446
HECFI Total	<u>\$118,145</u>	<u>\$445,737</u>

An analysis of HECFI's revenue performance for the month and five
month period in relation to the budget and the prior year by
facility/division is summarized in the following four tables:

	<u>Revenue</u>			
	<u>For The Month Of May, 1987</u>		<u>Increase (Decrease) Over Budget</u>	
	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$ 272,120	\$ 262,157	\$ 9,963	3.8%
Hamilton Place	235,617	174,452	61,165	35.1%
Copps Coliseum	91,430	75,348	16,082	21.3%
Corporate	30,789	35,843	(5,054)	(14.1%)
HECFI Total	<u>\$ 629,956</u>	<u>\$ 547,800</u>	<u>\$ 82,156</u>	<u>15.0%</u>

	Actual Revenue			
	For the Month		Increase	
			(Decrease)	
	of May		Over	1986
	<u>1987</u>	<u>1986</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$272,120	\$235,877	\$ 36,243	15.4%
Hamilton Place	235,617	143,648	91,969	64.0%
Copps Coliseum	91,430	27,576	63,854	231.6%
Corporate	30,789	15,043	15,746	104.7%
HECFI Total	<u>\$629,956</u>	<u>\$422,144</u>	<u>\$ 207,812</u>	<u>49.2%</u>

	Revenue			
	For the Five		Increase	
	Month Period		(Decrease)	
	Ended May 31, 1987		Over Budget	
	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$1,037,434	\$ 898,020	\$139,414	15.5%
Hamilton Place	727,796	761,777	(33,981)	(4.5%)
Copps Coliseum	713,636	629,928	83,708	13.3%
Corporate	224,507	192,089	32,418	16.9%
HECFI Total	<u>\$2,703,373</u>	<u>\$2,481,814</u>	<u>\$221,559</u>	<u>8.9%</u>

	Actual Revenue			
	For the Five		Increase	
	Month Period		(Decrease)	
	Ended May 31		Over 1986	
	<u>1987</u>	<u>1986</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$1,037,434	\$ 937,184	\$100,250	10.7%
Hamilton Place	727,796	626,966	100,830	16.1%
Copps Coliseum	713,636	629,928	83,708	13.3%
Corporate	224,507	211,611	12,896	6.1%
HECFI Total	<u>\$2,703,373</u>	<u>\$2,405,689</u>	<u>\$297,684</u>	<u>12.4%</u>

Hamilton Convention Centre

The Convention Centre realized for the month of May and the five month period ended May 31, 1987 budgetary surpluses of approximately \$15,856 and \$115,095, respectively.

The budgetary surpluses arose as a result of a combination of expenditures being controlled while revenue for the month and five month period exceeded budget by \$9,963 or 3.8% and \$139,414 or 15.5%, respectively.

The revenue results were the best ever for the month of May and the five month period ended May 31. They exceeded the amounts achieved for the corresponding periods in 1986 by \$36,243 or 15.4% and \$100,250 or 10.7%, respectively.

It should also be noted that for the third month in a row, the Convention Centre realized an excess of revenue over expenditures for the month. The excess for the month of May, 1987 was \$27,196.

Hamilton Place

For the month of May and the five month period ended May 31, 1987, Hamilton Place realized budgetary surpluses (deficits) of approximately \$6,602 and \$(59,292), respectively.

The budgetary deficit of \$59,292 arose from losses incurred on a number of promotional/co-promotional events in the Great Hall and losses incurred on student programming in the Studio Theatre.

Copps Coliseum

Copps Coliseum realized for the month of May and the five month period ended May 31, 1987 budgetary surpluses of approximately \$47,904 and \$192,488, respectively.

The budgetary surplus of \$192,488 arose as a result of a combination of revenue exceeding budget by \$83,708 or 13.3% and expenditures being under-budget by \$108,780 or 15.0%.

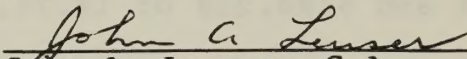
Similarly, the budgetary surplus of \$47,904 for the month of May arose as a result of a combination of revenue exceeding budget by \$16,082 or 21.3% and expenditures being under-budget by \$31,822 or 24.0%. Included in May's revenue for the month is \$12,000 in licence fees for the Ringette Tournament and the Hamilton Minor

Hockey Championships. The licence fee revenues for these two April events were not previously reflected in the April statement since Board approval to subsidize these events from the HECFI Special Events Subsidy Fund was not obtained until June 12, 1987.

Corporate

For the month of May and the five month period ended May 31, 1987, the Corporate Department realized budgetary surpluses of approximately \$47,783 and \$197,446, respectively.

These surpluses arose primarily from below budget Marketing expenditures and a year-to-date surplus of \$46,126 from the box office operation.


John A. Leuser, C.A.
Director of Finance
and Administration

attach.

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

1) Includes the 1986 operating surplus of \$139,000 carried forward to 1987

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Actual Operating Results For		Actual Operating Results For
	The Month of May 1987	The Five Month Period Ended May 31 1987	The Month of May 1987	The Five Month Period Ended May 31 1987	Percentage of Total 1987 Annual Budget Spent or Achieved	The Five Month Period Ended May 31 1986	
	(1)	(2)	(3)	(4)	(6)	(7)	
REVENUE							
RENTALS AND LICENCE FEES	\$366,600	\$40,311	\$140,816	\$26,497	50.9%	\$153,322	
FOOD AND BEVERAGE SALES	\$1,875,300	\$210,699	\$715,155	\$231,305	42.4%	\$736,651	
RECOVERIES	\$70,500	\$7,899	\$26,895	\$12,711	57.7%	\$30,952	
OTHER REVENUE	\$37,600	\$3,248	\$15,154	\$1,607	40.6%	\$16,259	
	\$2,350,000	\$262,157	\$898,020	\$272,120	44.1%	\$937,184	
EXPENDITURES							
ADMINISTRATION	\$315,710	\$26,361	\$131,810	\$24,283	40.4%	\$120,524	
BUILDING MAINTENANCE	\$349,260	\$30,075	\$142,810	\$35,758	42.8%	\$128,352	
OPERATIONS	\$88,550	\$8,500	\$35,552	\$8,204	41.0%	\$31,833	
SECURITY	\$98,000	\$9,500	\$40,100	\$5,479	38.6%	\$38,226	
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	\$112,750	\$8,816	\$47,706	\$6,702	39.0%	\$39,563	
FOOD AND BEVERAGE - KITCHEN	\$756,720	\$78,766	\$296,257	\$78,263	42.4%	\$307,223	
FOOD AND BEVERAGE - BANQUET	\$865,470	\$88,799	\$337,508	\$86,235	38.8%	\$324,856	
MACNAB ARMS	\$0	\$0	\$0	\$0	0.0%	\$0	
	\$2,586,460	\$250,817	\$1,031,743	\$244,924	40.8%	\$990,577	
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$236,460	(\$11,340)	\$133,723	(\$27,196)	7.9%	\$53,393	

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

HAMILTON PLACE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total 1987 Annual Budget Spent May 31 1986 or Achieved	The Five Month Period Ended May 31 1987	The Five Month Period Ended May 31 1986
	Operating Results For	Operating Results For	Operating Results For	Operating Results For			
	The Month of May 1987	The Five Month Period Ended May 31 1987	The Month of May 1987	The Five Month Period Ended May 31 1987			
Annual 1987 Budget	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE:							
RENTALS, LICENCE FEES AND SHOW REVENUE - GREAT HALL	\$342,000	\$37,550	\$160,550	\$12,679	\$84,922	24.8%	\$109,435
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	\$67,330	\$10,000	\$40,330	\$8,506	\$21,707	32.2%	\$31,272
OTHER RENTALS	\$64,130	\$5,343	\$26,718	\$5,674	\$25,871	40.3%	\$24,088
FOOD AND BEVERAGE SALES	\$188,000	\$20,680	\$88,172	\$14,770	\$52,459	27.9%	\$68,044
RECOVERIES	\$1,058,450	\$94,773	\$408,556	\$190,346	\$516,175	48.8%	\$359,237
OTHER REVENUE	\$91,420	\$6,106	\$37,451	\$3,642	\$26,662	29.2%	\$34,890
	\$1,811,330	\$174,452	\$761,777	\$235,617	\$727,796	40.2%	\$626,966
EXPENDITURES - 8350							
ADMINISTRATION	\$398,880	\$33,240	\$166,195	\$29,128	\$155,588	39.0%	\$165,453
MAINTENANCE	\$269,340	\$22,922	\$111,813	\$21,281	\$107,585	39.9%	\$92,208
MEETING ROOMS	\$4,800	\$399	\$1,998	\$334	\$1,658	34.5%	\$368
FRONT OF HOUSE	\$147,420	\$13,930	\$63,611	\$10,524	\$43,920	29.8%	\$52,437
OPERATION - SPECIFIC SHOW EXPENSES	\$866,840	\$71,766	\$314,902	\$150,563	\$420,771	48.5%	\$302,382
SECURITY	\$59,500	\$4,965	\$24,627	\$4,836	\$23,105	38.8%	\$22,110
STAGE - PROPERTY	\$324,600	\$27,048	\$135,245	\$22,337	\$122,049	37.6%	\$110,131
SHOW PROMOTIONS	\$130,800	\$12,100	\$57,099	\$7,833	\$56,907	43.5%	\$48,216
BEVERAGE AND CATERING SERVICE	\$146,300	\$16,089	\$68,662	\$10,186	\$37,880	25.9%	\$46,345
	\$2,348,480	\$202,459	\$944,152	\$257,022	\$969,463	41.3%	\$839,650
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:	\$537,150	\$28,007	\$182,375	\$21,405	\$241,667	45.0%	\$212,684

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted			Actual			Actual Operating Results For
	The Month of May 1987	The Five Month Period Ended May 31 1987	The Month of May 1987	The Five Month Period Ended May 31 1987	Percentage of Total 1987 Annual Budget Spent or Achieved	The Five Month Period Ended May 31 1986	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
REVENUE - 8306							
RENTAL, LICENCE FEES AND SHOW REVENUES	\$852,680	\$35,100	\$312,900	\$46,186	43.4%	\$448,174	
FOOD AND BEVERAGE CONCESSIONS	\$220,000	\$6,000	\$94,300	\$19,676	70.3%	\$128,863	
RECOVERIES	\$466,100	\$33,100	\$211,955	\$24,515	37.6%	\$207,334	
OTHER REVENUE	\$26,000	\$1,148	\$10,773	\$1,053	51.9%	\$11,597	
	\$1,564,780	\$75,348	\$629,928	\$91,430	45.6%	\$795,968	
EXPENDITURES							
ADMINISTRATION	\$337,610	\$28,131	\$140,663	\$27,602	40.4%	\$126,951	
MAINTENANCE	\$585,100	\$41,959	\$240,587	\$24,509	33.3%	\$178,040	
EVENT PLANNING/OPERATIONS	\$519,590	\$31,760	\$225,320	\$22,826	31.6%	\$222,865	
LATSE PAYROLL	\$88,100	\$19,577	\$39,155	\$12,492	49.8%	\$0	
SECURITY	\$189,590	\$11,333	\$80,568	\$13,509	41.1%	\$95,146	
	\$1,719,990	\$132,760	\$726,293	\$100,938	35.9%	\$623,002	
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$155,210	\$57,412	\$96,365	\$9,508	0.0%	(\$172,966)	

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HECFI - CORPORATE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Actual Operating Results For	
	Operating Results For		Operating Results For		Operating Results For	
	The Month	The Five Month Period Ended May 31 1987	The Month	The Five Month Period Ended May 31 1987	Percentage of Total 1987 Annual Budget Spent or Achieved	The Five Month Period Ended May 31 1986
(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE						
BOX OFFICE REVENUE	\$366,000	\$166,673	\$25,789	\$198,507	54.2%	\$182,411
OTHER REVENUE	\$61,000	\$25,416	\$5,000	\$26,000	42.6%	\$29,200
	\$427,000	\$192,089	\$30,789	\$224,507	52.6%	\$211,611
EXPENDITURES - 8330						
01 ADMINISTRATION	\$651,510	\$271,454	\$47,293	\$277,434	42.6%	\$265,276
MARKETING	\$937,780	\$376,677	\$42,947	\$219,961	23.5%	\$229,728
BOX OFFICE	\$389,060	\$169,954	\$24,808	\$155,662	40.0%	\$138,217
	\$1,978,350	\$818,085	\$115,048	\$653,057	33.0%	\$633,221
EXCESS OF EXPENDITURES OVER REVENUES FROM OPERATIONS						
	\$1,551,350	\$625,996	\$84,259	\$428,550	27.6%	\$421,610

NOTE: The revenue and expenditure detail on the above balances is available upon request.

Schedule "D" referred to
in **Section 3**, Information
Items, of the **SIXTH** Report
of the Audit/Finance
Committee Meeting of
June 29, 1987.

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE FIVE MONTH

PERIOD ENDED MAY 31, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

John A. Leuser, Director of Finance
and Administration

FROM

DATE June 17, 1987

Name & Title

FOR ACTION ☐

FOR INFORMATION ☒

File No. _____

TO: B O A R D ☐

(OR)

COPPS COLISEUM & AUDIT/FINANCE

Committee

☒

SUBJECT

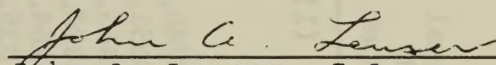
Unaudited Operating Results for the Central Utilities Plant
(C.U.P.) for the Five Month Period Ended May 31, 1987.

COMMENTS

Attached for your information are the unaudited operating results for the C.U.P. for the five month period ended May 31, 1987. You'll note that a budgetary surplus of \$25,055 was realized for the month of May, 1987, which increased the C.U.P.'s budgetary surplus for the five month period to a level of \$185,948 at May 31, 1987.

The budgetary surplus of \$185,948 for the five month period arose primarily as a result of below budget energy costs, net of recoveries of \$113,924.

The financial performance of the C.U.P. for the five month period in 1987 also compares most favorably with that of 1986 since total expenditures net of recoveries for 1987 are \$196,369 or 17.8% under that incurred for the comparable period in 1986.


John A. Leuser, C.A.
Director of Finance and
Administration

attach.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total 1987 Annual Budget Spent or Achieved	The Five Month Period Ended May 31 1987	The Five Month Period Ended May 31 1987	Actual Operating Results For	Actual Operating Results For
	The Month of May 1987	The Five Month Period Ended May 31 1987	The Month of May 1987	The Five Month Period Ended May 31 1987					
Annual 1987	(1)	(2)	(3)	(4)	(5)	(6)	(7)		
Budget									
EXPENDITURES									
OPERATIONS	\$746,080	\$62,169	\$310,854	\$70,796	\$295,529	39.6%	\$243,905		
RECOVERY FROM USERS	(\$551,240)	(\$37,851)	(\$258,853)	(\$42,667)	(\$229,981)	41.7%	(\$222,748)		
MAINTENANCE	\$463,080	\$38,590	\$192,945	\$26,756	\$149,785	32.3%	\$233,409		
CITY HALL	\$220,500	\$20,846	\$77,787	\$21,772	\$81,731	37.1%	\$97,376		
HAMILTON CENTRAL LIBRARY	\$264,380	\$19,395	\$120,346	\$8,713	\$94,441	35.7%	\$119,761		
HAMILTON FARMERS MARKET	\$35,000	\$2,568	\$15,928	\$2,506	\$13,939	39.8%	\$16,080		
HAMILTON CONVENTION CENTRE	\$229,570	\$15,789	\$110,560	\$16,115	\$108,533	47.3%	\$117,199		
HAMILTON PLACE	\$260,000	\$14,068	\$137,122	\$11,430	\$100,685	38.7%	\$145,662		
COPPS COLISEUM	\$353,640	\$17,584	\$168,224	\$14,881	\$111,913	31.6%	\$153,429		
PEDESTRIAN ARCADE/OVERPASS	\$49,050	\$3,852	\$21,482	\$2,602	\$17,897	36.5%	\$14,599		
ONTARIO GOVERNMENT BUILDING	\$206,100	\$13,750	\$96,919	\$12,571	\$78,270	38.0%	\$88,075		
PARKING AUTHORITY - UNDERGROUND	\$87,110	\$5,776	\$41,834	\$7,174	\$39,050	44.8%	\$46,240		
ART GALLERY	\$118,000	\$8,889	\$53,911	\$7,721	\$41,319	35.0%	\$46,493		
EXPENDITURES TOTAL	\$2,481,270	\$185,425	\$1,089,059	\$160,370	\$903,111	36.4%	\$1,099,480		
MUNICIPAL CONTRIBUTION	\$2,481,270	\$185,425	\$1,089,059	\$185,425	\$1,089,059	43.9%	\$1,160,379		
BUDGETARY SURPLUS (DEFICIT)	\$0	\$0	\$0	\$25,055	\$185,948	-	\$60,899		

NOTE: The revenue and expenditure detail on the above balances is available upon request.

Schedule "E" referred to
in Section 4, Information
Items, of the SIXTH
Report of the Audit/
Finance Committee Meeting
of June 29, 1987.

FOR INFORMATION

FROM J. J. Schatz, Secretary, Executive Comm. **DATE** 1987 June 17
TO EXECUTIVE COMMITTEE **Refer To File No.** 3-34.1
Attention Of _____
Your File No. _____

SUBJECT

91ST HIGHLANDERS ATHLETIC ASSOCIATION - SUBSIDY

BACKGROUND

In January 1987, the Executive Committee agreed to underwrite losses of up to \$27 500 if incurred, by the 91st Highlanders Athletic Association in staging the 1987 Hamilton Spectator Indoor Games in Copps Coliseum in February 1987.

Attached, for your information is a copy of a letter dated June 9, 1987 from Mr. N. Haac, President, advising of a surplus of approximately \$5 000. which was realized from this event and therefore, their organization will not require any funding.

Handwritten signature

att.

c.c.: Mr. L. Sage, Chief Administrative Officer
Mr. E. C. Matthews, City Treasurer
Mr. J. Leuser, H.E.C.F.I. ✓

JUN 12 1987



June 9, 1987

P.O. Box 1962
Brantford, Ontario
N3T 5W5 - Phone 756-5264
Area code 519

Chairman & Members of the Executive Committee
City of Hamilton
P.O. Box 2040 "Station A"
Hamilton, Ontario
L8M 3T4

Attn: Mr. Joe Schatz, Secretary

Dear sirs:-

While our year end is still a month away we feel that all invoices and receipts have been submitted.

We are pleased to advise you that we will not be requesting any funds under the arrangements made by the City of Hamilton with our volunteer committee.

Rest assured that we will forward as soon as available a copy of our annual financial statement which is expected to show a surplus of approximately \$5,000.

We, again, wish to reiterate that your support of our event enabled us to establish the Hamilton, Spectator Indoor Games as a major event on the Indoor Circuit by giving us the credibility that is so needed to stage such an event.

We thank you and salute you for helping us bring to Hamilton what is fast becoming a premier event in the Indoor Circuit.

Cordially yours

Norman Haac, President
91st Highlanders Athletic Association

NH/gk

c.c. Cecil Smith

5.4.1 Audit & Finance Committee Minutes of June 2, 1987

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

AUDIT & FINANCE COMMITTEE

June 2, 1987
12:00 Noon
Copps Coliseum Board Room

REGULAR SESSION

PRESENT: Mr. W. McFarland, Chairman
Mr. S. Cino, Committee Member
Mr. D. Hector, Committee Member
Mr. N. Levitt, Committee Member

ALSO

PRESENT: Mr. B. Conacher, Managing Director/
Chief Executive Officer, HECFI
Mr. J. A. Leuser, Director of Finance
and Administration, HECFI
Mr. R. DiFilippo, Comptroller
Mr. W. Penfold, Director of
Hamilton Convention Centre
Mr. R. Ellison, Assistant Director of
Hamilton Place
Joan Mills, Committee Secretary

REGRETS: Ald. B. Hinkley, Committee Member and
Chairman of HECFI Board
Dr. C. Bart, Vice-Chairman
Mr. J. Crane, Director of Copps
Coliseum
Mr. F. Bogden, Director of Marketing
Mr. T. Burrows, Director of Hamilton
Place

1. Chairman's Remarks and Motion to Move In-Camera

The Chairman welcomed everyone present and the meeting was called to order, commencing at 12:15 p.m. The Committee wished to address the In-Camera Agenda at this time and it was

MOVED by Mr. Cino, seconded by Mr. Levitt

THAT THE IN-CAMERA SESSION BE CONVENED. (12:15 p.m.)

MOTION CARRIED.

The following motion was carried during the In-Camera Session:

- 1.1 A) THAT THE PROPOSED DRAFT AGREEMENT EFFECTIVE JANUARY 1, 1987 BETWEEN HECFI AND THE HAMILTON PERFORMING ARTS FOUNDATION INC. WITH RESPECT TO FOUNDATION SPONSORED PROMOTIONS AND CO-PROMOTIONS AT HAMILTON PLACE BE EXECUTED BY MANAGEMENT;
- B) THAT THE PROPOSED DRAFT AGREEMENT BE SUBMITTED TO THE HAMILTON PERFORMING ARTS FOUNDATION INC. FOR ITS APPROVAL.

MOTION CARRIED.

2. Motion to Move Out of In-Camera

It was

MOVED by Mr. Levitt, seconded by Mr. Cino

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED.

MOTION CARRIED.

3. Minutes of Previous Meeting

It was

MOVED by Mr. Cino, seconded by Mr. Levitt

THAT THE APRIL 28, 1987 REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

4. HECFI Special Event Subsidy Fund Applications

- 4.1 The Canadian Society of Laboratory Technologists - June 20 - 26, 1987

Mr. Brian K. Conacher, Managing Director/CEO explained to the Committee that two of the applications before them were caught up in negotiations as to which body, the City or HECFI, would control the HECFI Special Events Subsidy Fund, and that since HECFI has been

chosen, these applications have been brought forward at this time. He stated that the form has been revised to allow for more detail and that this was the first time this new form has come forward. He welcomed any suggestions that the Committee may have for any improvements to the form, but none were stated.

Relative to the specific application before the Committee, Mr. William Penfold, Director of the Hamilton Convention Centre stressed that for business reasons, it is beneficial to provide a subsidy for a special event, such as The Canadian Society of Laboratory Technologists, which is a big convention that may return to the City of Hamilton. Mr. Penfold suggested that the reduction of \$13,575 in rental charges (with the total rental charge being \$24,012.50) is minimal in comparison to the money the Convention brings to the City.

Mr. John A. Leuser, Director of Finance and Administration advised the Committee that he will be providing a financial analysis on the Special Events Subsidy Fund at future meetings when applications for subsidy are on the agenda.

Messrs. Hector and Cino felt that the use of the Special Events Subsidy Fund for this purpose was inappropriate. Mr. Levitt wished to support management's decision/recommendation on this application.

Mr. Brian K. Conacher, Managing Director/CEO, advised the Committee that some applications for subsidy under HECFI's Special Event Subsidy Fund are screened out by management and that the applications that reach the Committee/Board stage are "special events". He further stated that management recommendations are brought forward and, if necessary, the Committee may alter them before submission to the Board.

The Committee expressed concern in approving subsidies after negotiations have been completed for functions and stated that they will not entertain easily post-negotiations.

Following a lengthy discussion, it was

MOVED by Mr. Cino, seconded by Mr. Hector

THAT \$7,500 IN RENTAL CHARGES FOR THE USE OF THE HAMILTON CONVENTION CENTRE BY THE CANADIAN SOCIETY OF LABORATORY TECHNOLOGISTS ON JUNE 20 - 26, 1987 BE FINANCED FROM THE HECFI SPECIAL EVENTS SUBSIDY FUND.

MOTION CARRIED. Mr. Levitt opposed.

4.2 Ringette Tournament - April 18, 1987

The Committee reiterated their concerns expressed in the previous application and stated that in some cases, decisions had been made by others and that the Committee then has no alternative but to grant subsidy. The Committee again stressed that applications be presented in advance of the event.

It was

MOVED by Mr. Hector, seconded by Mr. Cino

THAT THE MINIMUM BASIC BUILDING FEE OF \$6,000 AND THE EVENT SHEET CHARGES OF \$373.70 FOR THE USE OF COPPS COLISEUM FOR THE RINGETTE TOURNAMENT ON APRIL 18, 1987 BE FINANCED FROM THE HECFI SPECIAL EVENTS SUBSIDY FUND.

MOTION CARRIED.

4.3 The Hamilton Minor Hockey Championships -
April 11, 1987

It was

MOVED by Mr. Hector, seconded by Mr. Cino

THAT THE MINIMUM BASIC BUILDING FEE OF \$6,000 AND THE EVENT SHEET CHARGES OF \$963.73 FOR THE USE OF COPPS COLISEUM FOR THE HAMILTON MINOR HOCKEY CHAMPIONSHIP ON APRIL 11, 1987 BE FINANCED FROM THE HECFI SPECIAL EVENT SUBSIDY FUND.

MOTION CARRIED.

Mr. Levitt left the meeting to attend to business (1:45 p.m.).

5. Director of Finance and Administration's Report

It was

MOVED by Mr. Cino, seconded by Mr. Hector

THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION'S
REPORT BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Consolidated Unaudited Operating Results
for HECFI for the Four Month Period
Ended April 30, 1987

The Committee reviewed the Director of Finance and Administration's report on the unaudited operating results of HECFI for the four month period ended April 30, 1987. It was noted that HECFI's budgetary surpluses for the month and four month period were \$10,181 and \$327,592, respectively.

The detail comprising these figures was as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For</u>	<u>For The</u>
	<u>The</u>	<u>Four</u>
	<u>Month of</u>	<u>Month Period</u>
	<u>April</u>	<u>Ended</u>
	<u>1987</u>	<u>Apr. 30, 1987</u>
Hamilton Convention Centre	\$ 38,194	\$ 99,239
Hamilton Place	\$(56,273)	\$(65,894)
Copps Coliseum	\$ 10,169	\$144,584
Corporate	\$ 18,091	\$149,663
	<u>\$ 10,181</u>	<u>\$327,592</u>

The Committee appreciated the detailed written comments which were provided by the Director of Finance and Administration.

It was

MOVED by Mr. Cino, seconded by Mr. Hector

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE FOUR MONTH PERIOD ENDED APRIL 30, 1987 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

7. Unaudited Operating Results for CUP for the Four Month Period Ended April 30, 1987

The Committee reviewed the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the month of April and the four month period ended April 30, 1987. It was noted that the CUP's budgetary surpluses for the month and four month period were \$29,713 and \$160,893, respectively.

It was

MOVED by Mr. Hector, seconded by Mr. Cino

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE FOUR MONTH PERIOD ENDED APRIL 30, 1987 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

8. Economic or Cost of Living Adjustments

The Committee reviewed the information item from the Director of Finance and Administration, advising that City Council, on May 19, 1987, approved an economic adjustment of 4.5% effective January 1, 1987 and a further 4.0% effective January 1, 1988 in respect of City non-union personnel.

Mr. Brian K. Conacher, Managing Director/CEO asked that the item be deferred until sometime later, pointing out that presently, 1987 salaries are being slotted and take precedence over 1988.

The Chairman expressed that a favorable recommendation be put to the Board without delay, in view of the

present problem with staff morale. Mr. John A. Leuser, Director of Finance and Administration agreed.

Messrs. Hector and Cino wished to only receive the item as information and defer the matter until after the 1987 salaries have been slotted.

It was

MOVED by Mr. Hector, seconded by Mr. Cino

THAT THE ECONOMIC OR COST OF LIVING ADJUSTMENT OF 4.0% EFFECTIVE JANUARY 1, 1988 IN RESPECT OF CITY NON-UNION PERSONNEL BE RECEIVED AS INFORMATION FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

9. Hamilton Convention Centre Committee -

9.1 Purchase of New Freezer

The Committee was advised that this purchase was fully provided for in the 1987 Capital Budget and that the Hamilton Convention Centre Committee approved this purchase at its meeting on May 29, 1987.

It was

MOVED by Mr. Hector, seconded by Mr. Cino

- A) THAT A WALK-IN FREEZER FOR THE CONVENTION CENTRE BE PURCHASED FROM WILSON GREGORY REFRIGERATION OF BURLINGTON, ONTARIO, AT A TOTAL COST OF \$10,089.65 WHICH INCLUDES TAXES AND ADDITIONAL EXPENSES OF \$1,000.00 FOR REQUIRED ELECTRICAL AND PLUMBING WORK; AND
- B) THAT THIS PURCHASE BE CHARGED TO WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-K72924.

MOTION CARRIED.

9.2 Full-Time Position - Storeman

The Committee was advised that the position was included in the Convention Centre Budget for 1987 and that it was part of the 1987 Business Plan. It was noted that the position was approved at the Hamilton Convention Centre Committee Meeting on May 29, 1987.

It was

MOVED by Mr. Cino, seconded by Mr. Hector

THAT THE STOREMAN POSITION BE ADDED TO THE FULL-TIME STAFF OF THE HAMILTON CONVENTION CENTRE, WITH THE SALARY TO BE DETERMINED BY CLASSIFICATION USING THE NEW PAY/SALARY GUIDE.

MOTION CARRIED.

10. Other Business - Awarding of Tender -
Transport & Storage of Monies

It was

MOVED by Mr. Hector, seconded by Mr. Cino

THAT HECFI AWARD THE TENDER IN RESPECT OF THE TRANSPORTATION AND STORAGE OF MONIES TO BRINK'S CANADA LIMITED FOR THE PERIOD OF JUNE 1, 1987-DECEMBER 31, 1988.

NOTE: THE LOWEST OF TWO BIDS RECEIVED.

MOTION CARRIED.

11. Next Meeting

The Chairman asked that future meetings be an item on the next agenda to be discussed and that the next regular meeting of the Audit/Finance Committee be scheduled for Monday, June 29, 1987 at 12:00 Noon.

12. Adjournment

The meeting adjourned at 2:00 p.m.

It was

MOVED by Mr. Hector, seconded by Mr. Cino

THAT THE MEETING BE ADJOURNED.

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

W. H. McFARLAND, CHAIRMAN

Mrs. Joan M. Mills, Secretary

1. The meeting was held on...

2. The meeting was held on...

3. The meeting was held on...

4. The meeting was held on...

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19. The meeting was held on...

20. The meeting was held on...



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

URBAN MUNICIPAL

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

AUG 20 1987

MEETING OF THE BOARD OF DIRECTORS

GOVERNMENT DOCUMENT

Friday, August 14, 1987

8:00 A.M.

HAMILTON CONVENTION CENTRE
Albion "C"

REGULAR AGENDA

1. Chairman's Remarks
2. Minutes of July 10, 1987 Attachment 2
3. Business Arising From the Minutes
4. Report from Director of Marketing
5. Committee Reports/Minutes
 - 5.1 Copps Coliseum Committee Sixth Report Attachment 5.1
 - 5.1.1 Copps Coliseum Committee Minutes of June 24, 1987 Attachment 5.1.1
 - 5.2 Hamilton Convention Centre Committee Seventh Report Attachment 5.2
 - 5.2.1 Hamilton Convention Centre Committee Minutes of June 26, 1987 Attachment 5.2.1
 - 5.3 Hamilton Place Committee Sixth Report Attachment 5.3
 - 5.3.1 Hamilton Place Committee Minutes of June 25, 1987 Attachment 5.3.1

5.4 Audit & Finance Committee Seventh Report
5.4.1 Audit & Finance Committee Minutes
 of ~~June~~ June 29, 1987

Attachment 5.4

Attachment 5.4.1

6. New Business

7. Other Business

7.1 Bill PR67

Attachment 7.1

8. Date of Next Meeting

Friday, September 11, 1987

8:00 A.M.

Location to be Announced

9. Adjournment

Patricia Bennett
Secretary to the Board
August 10, 1987

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research. It also provides a brief overview of the methodology used in the study.

2. The second part of the report is a detailed description of the methodology used in the study. It discusses the data sources, the data collection methods, and the data analysis methods.

3. The third part of the report is a detailed description of the results of the study. It discusses the findings of the study and the conclusions drawn from the results.

4. The fourth part of the report is a discussion of the implications of the study. It discusses the significance of the findings and the potential applications of the study.

5. The fifth part of the report is a conclusion. It summarizes the findings of the study and provides a final statement on the importance of the study.

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research. It also provides a brief overview of the methodology used in the study.

2. Minutes of July 10, 1987

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, July 10, 1987

9:00 A.M.

Hamilton Convention Centre

MINUTES OF REGULAR SESSION

PRESENT: Alderman B. Hinkley, Chairman
 of the Board
 Mr. T. Yates, First Vice Chairman
 Alderman J. Gallagher, Second Vice
 Chairman
 Mr. D. Beattie
 Mr. N. Levitt
 Mr. W. McFarland
 Dr. C. Bart
 Mr. D. Braley
 Mayor R. Morrow
 Alderman T. Murray
 Alderman R. Wheeler

ALSO PRESENT:
 Mr. B. Conacher
 Mr. B. Penfold
 Mr. J. Crane
 Mr. T. Burrows

REGRETS: Mr. D. Hector
 Mr. S. Cino
 Mr. T. Casey
 Mr. F. Bogden

MEDIA: Mr. B. Ireland, C.H.C.H.
 Mr. R. Melenbardis, The Spectator

1. Chairman's Remarks

Alderman Hinkley called the meeting to order at
9:05 a.m.

2. Minutes of June 12, 1987

MOVED by Mr. Beattie, seconded by Mr. Levitt that
THE MINUTES OF JUNE 12, 1987 BE APPROVED.

MOTION CARRIED.

3. Business Arising From the Minutes

3.1 Remodelling of Security Office

MOVED by Mr. Braley, seconded by Alderman Murray
that

THE ACCEPTANCE BY THE BOARD OF DIRECTORS, HECFI, OF
THE QUOTATION SUBMITTED BY RUFFELL CONSTRUCTION
LTD. FOR REMODELLING OF THE SECURITY OFFICE AT
COPPS COLISEUM BE RESCINDED; and

THE QUOTATION SUBMITTED BY FALLA CONSTRUCTION LTD.
FOR THE SAME WORK IN THE TOTAL AMMOUNT OF
\$22,468.00 BE ACCEPTED; and

THAT THE COST OF THE WORK BE FINANCED FROM ACCOUNT
NO. 0408-U32551 - PUBLIC FIRST AID ROOM -
INCLUDING EQUIPMENT AND FURNISHING AND SECURITY
OFFICE.

MOTION CARRIED.

4. Report from Director of Marketing

Nil

5. Committee Reports/Minutes

5.1 Copps Coliseum Committee Fifth Report

MOVED by Alderman Murray, seconded by Alderman
Gallagher that

THE COPPS COLISEUM COMMITTEE FIFTH REPORT BE
APPROVED AND THE FOLLOWING RECOMMENDATIONS
ENDORSED:

THAT THE CLIENT EVALUATION FORMS, AS DRAFTED BY THE DIRECTOR OF COPPS COLISEUM, BE APPROVED.

THAT THE QUOTATION SUBMITTED BY J. J. ELLIOTT MECHANICAL LTD. FOR THE SUPPLY AND INSTALLATION OF THE HVAC SYSTEM FOR ROOM 312 IN COPPS COLISEUM FOR THE TOTAL AMOUNT OF \$28,226. BE ACCEPTED AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT THE QUOTATION SUBMITTED BY SUPERIOR BOILER WORKS AND WELDING LTD. FOR THE REMOVAL AND RELACEMENT OF THE BOILER STACKS AT CITY HALL IN THE TOTAL AMOUNT OF \$11,675. BE ACCEPTED AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT THE HOLDBACK MONIES RETAINED BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF \$7,397. BE RELEASED TO THE CONTRACTOR, J. J. ELLIOTT MECHANICAL LTD.

THAT THE QUOTATION SUBMITTED BY INTEFAC INC. FOR THE SUPPLY AND INSTALLATION OF FURNITURE FOR THE GREEN ROOM IN COPPS COLISEUM IN THE TOTAL AMOUNT OF \$14,268.91 BE ACCEPTED AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

The following items were received for information:

- (i) The Status Report on Confirmed Events at Copps Coliseum - July to October 1987;
- (ii) The Consolidated Unaudited Operating Results for HECFI for the Five Month Period Ended May 31, 1987;
- (iii) The Unaudited Operating Results for the CUP for the Five Month Period Ended May 31, 1987;
- (iv) The Report by the Director of Copps Coliseum;
- (v) The Committee to consider the hanging of pictures of HECFI Board Chairmen and Members beginning with the first official HECFI Board in the Chairman's Lounge.

5.1.1 Copps Coliseum Committee Minutes of May
27, 1987

MOVED by Alderman Murray, seconded by Mr. Beattie
that

THE COPPS COLISEUM COMMITTEE MINUTES OF MAY 27,
1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.2 Hamilton Convention Centre Committee Sixth
Report

MOVED by Mr. Yates, seconded by Mr. Beattie that

THE HAMILTON CONVENTION CENTRE COMMITTEE SIXTH
REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

- (i) It was reported that the Director of CUP is in the process of obtaining tenders for air balancing in connection with the problem of temperature control in HCC;
- (ii) The Director's Report for May 1987;
- (iii) Correspondence, Comment cards/Responses and Client Evaluations;
- (iv) Summary of Revenue and Expenditure - May 1987.

5.2.1 Hamilton Convention Centre Committee
Minutes of May 29, 1987

MOVED by Mr. Yates, seconded by Mr. Levitt that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF
MAY 29, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Hamilton Place Committee Fifth Report

MOVED by Dr. Bart, seconded by Alderman Gallagher that

THE HAMILTON PLACE COMMITTEE FIFTH REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

- (i) The Report regarding marketing initiatives;
- (ii) The Report from the Assistant Director;
- (iii) The Report regarding the Tenants' Office Space Leases - Real Estate Tax;
- (iv) Report from the Director of Finance and Administration;
- (v) The Committee approved of a presentation of "The Chippendales" on July 27, 1987.

5.3.1 Hamilton Place Committee Minutes of May 28, 1987

MOVED by Dr. Bart, seconded by Alderman Gallagher that

THE HAMILTON PLACE COMMITTEE MINUTES OF MAY 28, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.4 Audit & Finance Committee Sixth Report

MOVED by Mr. McFarland, seconded by Mr. Levitt that

THE AUDIT & FINANCE COMMITTEE SIXTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE FINANCIAL ANALYSIS OF THE SPECIAL EVENTS SUBSIDY FUND AS AT MAY 31, 1987 BE FORWARDED TO THE CITY'S EXECUTIVE COMMITTEE FOR THEIR INFORMATION.

THAT \$2,170. BE EXPENDED FROM THE HECFI SPECIAL EVENTS SUBSIDY FUND IN SUPPORT OF THE WOMEN AND POLITICS CONFERENCE ON JANUARY 29, 30, 1988.

THAT THE QUOTATION SUBMITTED BY J.J. ELLIOTT MECHANICAL LTD. FOR THE SUPPLY AND INSTALLATION OF THE HVAC SYSTEM FOR ROOM 312 IN COPPS COLISEUM FOR THE TOTAL AMOUNT OF \$28,226. BE ACCEPTED AND THAT THIS PURCHASE BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-U32787, GREEN ROOM.

THAT THE QUOTATION SUBMITTED BY INTEFAC INC. FOR THE SUPPLY ANND INSTALLATION OF FURNITURE FOR THE GREEN ROOM IN COPPS COLISEUM IN THE TOTAL AMOUNT OF \$14,268.91 BE ACCEPTED AND THAT THIS PURCHASE BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-U32787, GREEN ROOM.

THAT THE QUOTATION SUBMITTED BY SUPERIOR BOILER WORKS AND WELDING LTD. FOR THE REMOVAL AND REPLACEMENT OF THE BOILER STACKS AT CITY HALL IN THE TOTAL AMMOUNT OF \$11,675. BE ACCEPTED AND THAT THIS PURCHASE BE FINANCED FROM WORK-IN-PROGRESS EXPENDITRE ACCOUNT NUMBER 0408-K72943, VARIOUS CAPITAL REPLACEMENTS - CITY HALL.

MOTION CARRIED.

The following items were received for information:

- (i) HECFI Consolidated Unaudited Operating Results for the Five Month Period Ended May 31, 1987;
- (ii) CUP Unaudited Operating Results for the Five Month Period Ended May 31, 1987;
- (iii) The Committee was informed that the 91st Highlanders Athletic Association have reported that the Association will not be requiring funding from the Special Events Subsidy Fund in respect of their previously held event in 1987.

5.4.1 Audit & Finance Committee Minutes of June 2, 1987

MOVED by Mr. McFarland, seconded by Mr. Yates that

THE AUDIT & FINANCE COMMITTEE MINUTES OF JUNE 2, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. New Business

7. Other Business

7.1 Canada Cup Update

The Managing Director reported that approximately 1500 packages have been sold to date (750 of each package).

The Managing Director/CEO raised the issue of appropriate signage being placed at the various entrances to the City which detail alternate routes to Copps Coliseum given the closure of the high level bridge. It was

MOVED by Alderman Gallagher, seconded by Alderman Murray that

THE REGION BE CONTACTED WITH RESPECT TO THE CANADA CUP SERIES AND OF THE NEED OF APPROPRIATE SIGNAGE DUE TO THE CLOSURE OF THE HIGH LEVEL BRIDGE.

MOTION CARRIED.

Alderman Gallagher announced that a Press Conference has been scheduled to take place Thursday, July 16, 1987, 10:00 a.m. at Copps Coliseum to announce all aspects of the Canada Cup Booster Club.

In-Camera Session

The following motions were carried at the In-Camera Session:

THE IN-CAMERA SESSION BE CONVENED.

THE IN-CAMERA MINUTES OF JUNE 12, 1987 BE APPROVED.

THE IN-CAMERA MINUTES OF JUNE 18, 1987 BE APPROVED.

THE MOTIONS MOVED AND CARRIED AT THE JUNE 18, 1987 MEETING BE REAFFIRMED.

THE JULY 6, 1987 REPORT RESPECTING THE RECONSTRUCTION OF THE ARENA FLOOR BE RECEIVED.

AT THE NEXT COPPS COLISEUM COMMITTEE MEETING A CONTINGENCY PLAN FOR THE MARKETING OF THE PRIVATE BOXES BE DISCUSSED.

THE INITIAL SLOTTINGS INCLUDING MERIT INCREASES, WHERE APPLICABLE BETWEEN JANUARY 1 - JUNE 30, 1987 FOR PAY GRADES 1 - 18 OF THE HECFI COMPENSATION PLAN BE APPROVED, EFFECTIVE JANUARY 1, 1987.

THE INITIAL SLOTTINGS INCLUDING MERIT INCREASES, WHERE APPLICABLE FOR 1987 PAY GRADES 19 AND 20 OF THE HECFI COMPENSATION PLAN BE APPROVED AS AMENDED, EFFECTIVE JANUARY 1, 1987 AND THAT THE ANNIVERSARY DATES BE ADJUSTED TO JULY 1ST.

IN FUTURE, THE MERIT INCREASES FOR PAY GRADES 1-20 BE DEALT WITH AND APPROVED BY MANAGEMENT; AND THAT MANAGEMENT DETERMINE THE AMOUNT OF A MERIT INCREASE PROVIDED TO AN EMPLOYEE BY THE LEVEL OF THE EMPLOYEE'S PERFORMANCE USING THE FOLLOWING CRITERIA:

<u>Levels of Performance</u>	<u>% of Merit Increase Granted</u>
Unsatisfactory	0%
Satisfactory	2%
Performing Well	3.5%
Exceptional	4.25%

IMMEDIATE ACTION BE TAKEN TO HIRE A PERMANENT SALES EXECUTIVE AT SALARY CLASSIFICATION 11 - \$24,349.- \$28,633. TO REPLACE MS. P. MORGAN (WHO IS NOW ON MATERNITY LEAVE).

THE REPORT REGARDING THE SLOTTINGS OF THE DIRECTORS AND THE MANAGING DIRECTOR/CEO BE PRESENTED AS AMENDED TO THE CITY'S EXECUTIVE COMMITTEE UNDER CONFIDENTIAL COVER.

THE AUDIT & FINANCE COMMITTEE REVIEW THE METHOD OF CALCULATION VIS-A-VIS THE INFLATIONARY INCREASES AND MERIT INCREASES PROPOSED FOR THE DIRECTORS AND MANAGING DIRECTOR/CEO.

THE RENTAL FEE AND EVENT CHARGES FOR THE CANUSA GAMES CEREMONIES TO BE HELD AT COPPS COLISEUM ON AUGUST 7, 1987 BE FUNDED FROM THE SPECIAL EVENTS SUBSIDY FUND.

FUTURE HECFI MEETINGS OF THE BOARD OF DIRECTORS TAKE PLACE AT 8:00 A.M.

THE BOARD MOVE OUT OF IN-CAMERA AND ADJOURN AT 11:55 A.M.

8. Adjournment

The regular portion of the meeting adjourned at 10:05 a.m.

TAKEN AS READ AND APPROVED

Alderman B. Hinkley, Chairman

Patricia Bennett, Secretary

5.1 Copps Coliseum Committee Sixth Report

1967 August 8

**REPORT TO THE MEETING BOARD OF DIRECTORS
 FROM THE COPPS COLISEUM COMMITTEE MEETING
 OF JULY 12, 1967**

The Copps Coliseum Committee presents its EIGHTH Report and respectfully recommends the following:

1. Exterior Electronic Signage

That Mr. Burton Evans of Burton Evans and Associates Limited, Toronto, Ontario, submit to the Copps Coliseum Committee a concept of a two-sided electronic sign identical in concept to the original design as previously submitted including new details in size, colour, dimensions, materials, etc.

NOTE: The Chairman was opposed.

That Mr. Burton Evans of Burton Evans and Associates Limited, Toronto, Ontario, be authorized to proceed with a model of the two-sided electronic sign and that the Copps Coliseum Committee members be guided by the Director of Copps Coliseum on the cost of the model.

NOTE: Mr. McFarland and the Chairman were opposed.

2. C.O.P. - Supply and Install Three Way Switch - Marley Canadian Inc.

That the tender received from Marley Canadian Inc. in the total amount of \$31,404.22 for the replacement of three 12' and decks at the Central Utilities Plant be accepted, and that the Audit and Finance Committee recommend the award of the contract.

NOTE: Documentation is attached.

1987 August 6

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF JULY 22, 1987**

The Copps Coliseum Committee presents its **SIXTH** Report and respectfully recommends the following:

1. Exterior Electronic Signage

That Mr. Burton Kramer of Burton Kramer and Associates Limited, Toronto, Ontario, submit to the Copps Coliseum Committee a concept of a two-sided electronic sign identical in concept to the original design as previously submitted including such details as size, colour, dimensions, materials, etc.

NOTE: The Chairman was opposed.

That Mr. Burton Kramer of Burton Kramer and Associates Limited, Toronto, Ontario, be authorized to proceed with a model of the two-sided electronic sign and that the Copps Coliseum Committee members be polled by the Director of Copps Coliseum on the cost of the model.

NOTE: Mr. McFarland and the Chairman were opposed.

2. C.U.P. - Supply and Install Three Wet Decks - Marley Canadian Inc.

That the tender received from Marley Canadian Inc. in the total amount of \$21,404.28 for the replacement of three (3) wet decks at the Central Utilities Plant be accepted, and that the Audit and Finance Committee recommend the method of financing.

NOTE: Documentation is attached.

1987 August 2

REPORT TO THE BOARD OF DIRECTORS
FROM THE LONG RANGE COMMITTEE
OF JULY 11, 1987

The Long Range Committee presents its 1987 Report and
respectfully recommends the following:

1. Electronic Electronic Storage

That Mr. Robert Stewart of Robert Stewart and Associates
Limited, Toronto, Ontario, submit to the Long Range
Committee a number of a two-sided electronic sign
identified as number 10 to the original design as previously
submitted and also with details as size, colour,
dimensions, materials, etc.

NOTE: The Chairman was opposed.

That Mr. Robert Stewart of Robert Stewart and Associates
Limited, Toronto, Ontario, be authorized to proceed
with a model of the two-sided electronic sign and that
the Long Range Committee members be guided by the
Director of Long Range in the case of the model.

NOTE: Mr. Stewart and the Chairman were opposed.

2. C.R.C. - Supply and Install Three New Buses - 1988
Canadian Inc.

That the Board be asked to authorize Canadian Inc. to
the total amount of \$1,000,000 for the replacement of
three old buses at the Central Station. That the
Board be asked to authorize the Board and Finance Committee
to recommend the method of financing.

NOTE: Documentation is attached.

3. Hamilton Minor Hockey Championship and Ringette
Tournament Events

That the Director of Copps Coliseum, in future, include in the Copps Coliseum Budget an appropriation of funds that Copps Coliseum will host the Hamilton Minor Hockey Championship and the Ringette Tournament Events.

NOTE (i) : Documentation is attached.

NOTE (ii): Alderman Hinkley advised that the motion as referred to the Copps Coliseum Committee is incorrect. He stated that the the intent of the motion was for the Copps Coliseum Committee to discuss placing funds for these events in their budget.

The following are for information only:

1. Unveiling Ceremony

That the report submitted by the Director of Copps Coliseum entitled Unveiling of Victor K. Copps Plaque, the names of the Members of Hamilton City Council during construction, the Construction Committee, the Interim Board of Directors of HECFI, the First Official Board of Directors of HECFI, and a portrait of Queen Elizabeth II, be received for information.

NOTE: Documentation is attached.

2. Wall of Fame

That the Copps Coliseum Committee concur with the suggestion put forth by the Wall of Fame Committee that the "Wall of Fame" be introduced at a special "media event" to be held the evening of Thursday, August 13, 1987, with invitations sent to the media and to some individuals and families involved in the induction process.

NOTE: Documentation is attached.

3. Status Report on Confirmed Events at Copps Coliseum -
August to November 1987

That the Status Report on Confirmed Events at Copps Coliseum - August to November 1987, be received for information.

NOTE: Documentation is attached.

4. Consolidated Unaudited Operating Results for HECFI for the Six Month Period Ended June 30, 1987

That the Consolidated Unaudited Operating Results for HECFI for the Six Month Period Ended June 30, 1987, be received for information.

5. Unaudited Operating Results for the C.U.P. for the Six Month Period Ended June 30, 1987

That the Unaudited Operating Results for the C.U.P. for the Six Month Period Ended June 30, 1987, be received for information.

6. Copps Coliseum - Outside Landscaping

The Director of Copps Coliseum made a verbal report to the committee advising that he has talked to Mr. Jim Pook, City Arborist and Horticulturist regarding the raised planters outside Copps Coliseum. The Director explained that since the planting season is over for 1987, Mr. Pook will clean up the planters for the Canada Cup series and next year he will plan a design for the outside planters and also maintain the plants.

7. Report By The Director of Copps Coliseum

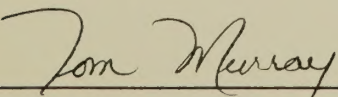
That the report as submitted by the Director of Copps Coliseum, be received for information.

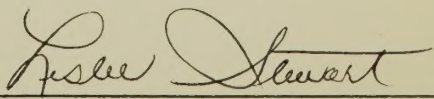
NOTE: Documentation is attached.

8. Closure of York Street Bridge

Mr. Conacher suggested that concern should be expressed to those in authority that detouring signs are required for those coming from Toronto for the Canada Cup series. The Secretary was directed to write to the Chairmen and Members of the Transport and Environment Committee, the Regional Transportation Services Committee, the Engineering Services Committee and the Economic Development Committee advising them that detour signs must be in place by August 22nd in order that those attending the Canada Cup games can be easily rerouted.

Respectfully submitted,


Alderman T. Murray, Chairman


Leslee Stewart, Secretary



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel: 416/526-4450

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 July 14

SUBJECT: Central Utilities Plant - Supply and install three Wet
Decks - Marley Canadian Inc.

RECOMMENDATION:

- That
- 1) The tender received from Marley Canadian Inc. in the total amount of \$21,404.28 for the replacement of three (3) wet decks at the Central Utilities Plant be accepted.
 - 2) The Audit and Finance Committee recommend the method of financing.

NOTE: Lowest of three (3) tenders received.

Continued /2 ...

RECEIVED

FOR THE DIRECTOR

DATE: 10/1/54

TO: Director, Library of Congress, Washington, D.C.
FROM: Finance Committee, U.S. House of Representatives

SUBJECT: H.R. 3000
Title: Finance Committee

RE: H.R. 3000
Finance Committee

DATE: 10/1/54

SUBJECT: Finance Committee
Title: Finance Committee

RECOMMENDATION:

1. The Finance Committee has the honor to acknowledge the receipt of the report of the Finance Committee on the subject of the Finance Committee.

2. The report of the Finance Committee on the subject of the Finance Committee is hereby recommended to the Finance Committee.

NOTE: The Finance Committee has the honor to acknowledge the receipt of the report of the Finance Committee on the subject of the Finance Committee.

BACKGROUND:

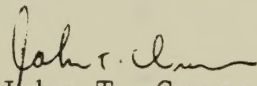
In response to a Call for Tender issued by the Manager of Purchasing, three (3) tenders were received for the supply and installation, ie. replacement of three wet decks in the cooling tower enclosures at the Central Utilities Plant. Attached please find Tender Analysis dated 1987 June 26.

The existing cooling towers at the C.U.P. are manufactured by Baltimore Aircoil (Canada) Inc. It would be good practice to replace the wet decks with a product provided by the original manufacturer, however, in evaluating the prices received and products proposed by the respective bidders, consideration must be given to the lowest bid.

Marley Canadian Inc. have proposed a replacement wet deck that meets the criteria of the specification and will achieve the rated capacity of the cooling tower. The media bundles are manufactured from a PVC material in the configuration of a honeycomb pattern. This design allows for a reduced thickness in the wet deck construction as compared to Baltimore Aircoil, and a corresponding decrease in cost. Marley have submitted the lowest tender for the work described. Therefore, it is my recommendation that this work be awarded to Marley Canadian Inc. at a total cost of \$21,404.28.

This project is included within the 1987 Capital Budget Programme for the C.U.P. under the heading "Various Capital Replacements and Revisions for Central Utilities Plant" and was originally budgeted at \$30,000.00.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

attchm.

TENDER ANALYSIS - JUNE 26, 1987

SUPPLY & DELIVERY OF THREE (3) WET DECKS, COPPS COLISEUM

	<u>UNIT PRICE</u>	<u>TOTAL PRICE INC. PST.</u>	<u>EVALUATED BID</u>	<u>DELIVERY TIME</u>
Marley Canadian Inc. Brampton	\$ 6,668.00	\$21,404.28	\$19,813.64	21 days
Baltimore Aircoil c/o Ripckelman (Canada) Inc.	11,284.00	36,221.64	34,646.00	4-6 weeks
Cimco/Evapco Toronto	16,080.00	51,616.80	45,943.36	4-6 weeks

UNABLE TO BID - Devine & Associates Ltd.

OFFICIALS IN ATTENDANCE - J. Smith, Alderman
K. Avery, Deputy City Clerk
J. Krochak, Senior Buyer

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**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8P 3L4

Tel 416/526-4450

M E M O R A N D U M

FOR ACTION:

☐

FOR INFORMATION:

☒ X

TO: Copps Coliseum Committee

COPIES TO: Mr. John T. Crane
Mr. Brian Conacher

FROM: Ms. Leslee Stewart, Secretary
Copps Coliseum Committee

DATE: 1987 July 15

SUBJECT: Hamilton Minor Hockey Championship and Ringette
Tournament Events

RECOMMENDATION:

For information purposes only.

Continued /2 ...

MEMORANDUM

☐

FOR INFORMATION:

☐

THE ACTION:

TO: Corps Collision Committee

COPIES TO: Mr. John F. Brane
Mr. Brian Tomlinson

FROM: Mr. Leslie Stewart, Director
Corps Collision Committee

DATE: 1951 July 25

SUBJECT: Hamilton Minor Hockey Championships and Rinkette
Tournament Events

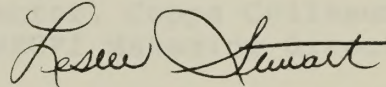
RECOMMENDATION:

For information purposes only.

BACKGROUND:

The committee members will find attached correspondence from the Board Secretary advising that a motion was passed at the HECFI Board of Directors meeting held 1987 July 10 and is to be dealt with by the Copps Coliseum Committee.

Respectfully submitted,



Leslee Stewart, Secretary
Copps Coliseum Committee

attchm.



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: Ms. Leslee Stewart, Secretary
Copps Coliseum Committee

COPIES TO: Mr. J. Crane, Director, Copps Coliseum
Mr. B. Conacher, HECFI Managing Director/CEO

FROM: Pat Bennett, Secretary to the Board

DATE: July 2, 1987

SUBJECT: HAMILTON MINOR HOCKEY CHAMPIONSHIP and
RINGETTE TOURNAMENT EVENTS

At the HECFI Board of Directors meeting June 12, 1987 the following motion was carried:

THAT THE COPPS COLISEUM COMMITTEE REVIEW THE ETHICALNESS OF INCLUDING AS FUTURE HECFI BUDGETED ITEMS THE TWO EVENTS, HAMILTON MINOR HOCKEY CHAMPIONSHIP AND THE RINGETTE TOURNAMENT.

Respectfully submitted,

Patricia Bennett
Secretary to the Board

100-100000
100-100000
100-100000

100-100000
100-100000
100-100000



TO: Mr. J. Edgar Hoover, Director, Federal Bureau of Investigation
FROM: Mr. A. J. Casper, Director, Office of the Inspector General
SUBJECT: ALLEGED VIOLATIONS OF THE
ANTI-RACKETEERING ACT
DATE: July 1, 1957
RE: Bureau, Bureau of the Inspector General
COURTESY: Mr. A. J. Casper, Director, Office of the Inspector General
NOTE: This letter is being sent to the Bureau for information.

On the above noted date, the following action was taken:
The Bureau of the Inspector General has been advised that the following information was received from the Bureau of the Inspector General on July 1, 1957:
The Bureau of the Inspector General has been advised that the following information was received from the Bureau of the Inspector General on July 1, 1957:
The Bureau of the Inspector General has been advised that the following information was received from the Bureau of the Inspector General on July 1, 1957:

Respectfully,

A. J. Casper
Director, Office of the Inspector General



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

MEMORANDUM

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 July 16

SUBJECT: Unveiling of Victor K. Copps Plaque, the names of the members of Hamilton City Council during construction, the Construction Committee, the Interim Board of Directors of HECFI, the First Official Board of Directors of HECFI and a portrait of Queen Elizabeth II.

RECOMMENDATION:

- That
- 1) The above subject matter be unveiled at a ceremony in the Copps Coliseum main entrance lobby on Thursday, August 13, 1987 at 7:30 p.m. with Mr. Norm Marshall as Master of Ceremonies.
 - 2) That Mr. Norm Marshall prepare a media and guest invitation list.
 - 3) That Mr. Norm Marshall through the Director of Copps Coliseum arrange for refreshments for a post ceremony reception.

Continued /2 ...

MEMORANDUM

☐

FOR INFORMATION:

☐

FOR ACTION:

TO: Corps Colonel Cummings, Major J. L. Stewart, Secretary

DATE: 1947 July 16

FROM: Mr. John L. Crane
Director
Corps Liaison

DATE: 1947 July 16

SUBJECT: Investigation of Victor H. Corps Prison, the name of the subject of this investigation is not known. The investigation is being conducted by the Corps Liaison Office, the name of the subject of this investigation is not known. The investigation is being conducted by the Corps Liaison Office, the name of the subject of this investigation is not known.

RECOMMENDATION:

1. The above subject was investigated at a conference in the Corps Liaison Office on 17 July 1947. The subject was identified as Victor H. Corps Prison, the name of the subject of this investigation is not known. The investigation is being conducted by the Corps Liaison Office, the name of the subject of this investigation is not known.

2. That Mr. John L. Crane, Director, Corps Liaison, is authorized to conduct the investigation.

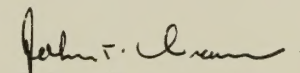
3. That Mr. John L. Crane, Director, Corps Liaison, is authorized to conduct the investigation.

BACKGROUND:

The recommendation to unveil the Victor K. Copps Plaque came as a result of a request by the Wall of Fame Committee Members to unveil the first fifty wall hangings to be displayed on the Concourse level and in the Media Lounge.

It was suggested during a Wall of Fame Committee meeting that the unveiling of the Victor K. Copps Plaque be held on the same night as the introduction of the "Walls of Fame" in order to maximize the focusing of public attention on both.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

COPIES TO:
Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 July 15

SUBJECT: Wall of Fame

RECOMMENDATION:

That the Copps Coliseum Committee endorse with the suggestion put forth by the Wall of Fame Committee that the "Wall of Fame" be introduced at a special "media event" to be held the evening of Thursday, August 13 with invitations sent to the media and to some individuals and families involved in the induction process.

CONFIDENTIAL

The investigation to reveal the Victor E. Copey alias was a result of a request by the staff of the Committee to reveal the first fully self designed to be designed on the Committee level and in the Victor Copey.

It was suggested during a Hall of Fame Committee meeting that the revealing of the Victor E. Copey alias be held on the same night as the introduction of the "Hall of Fame" in order to maximize the focusing of public attention on both.

Respectfully submitted,

John F. Deane
John F. Deane
Director
Copey Collection



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO:

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 July 14

SUBJECT: Wall of Fame

RECOMMENDATION:

That the Copps Coliseum Committee concur with the suggestion put forth by the Wall of Fame Committee that the "Wall of Fame" be introduced at a special "media event" to be held the evening of Thursday, August 13 with invitations sent to the media and to some individuals and families involved in the induction process.

RECORDS

☐

FOR INFORMATION:

☐

FOR ACTION:

TO: Deputy Assistant Commissioner, Attn: Mr. L. Spencer, Secretary

COPIES TO:

FROM: Mr. John T. Lyons
Director
Cops Collection

DATE: 1967 July 24

SUBJECT: Bill of Fare

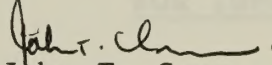
RECOMMENDATION:

This is the Cops Collection Committee's comment with the suggestion
and for the Bill of Fare Committee that the "Bill of Fare"
be introduced as a special "Bill of Fare" to be held the evening
of Tuesday, August 1, with instructions sent to the media and to
some individuals and families involved in the induction process.

BACKGROUND:

The attached memo from Mr. Norm Marshall, Public Relations/
Promotion Consultant will provide the necessary background.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

attchm.

TO: Mr. Marshall,
Public Relations/Promotion Consultant

FROM: John T. Crane,
Director
Copps Coliseum

DATE: July 11, 1967

SUBJECT: Wall of Fame

Following meetings over a one-year period, the Copps Coliseum "Wall of Fame" committee, chaired by Dr. Leslie Brown, is completing work leading to the installation of the first 100 (50) wall hangings and the eight (8) "Hall of Fame" hangings in the media lounge.

The committee has suggested that the "Wall of Fame" be inaugurated at a special "media event" to be held the evening of Monday, August 13th with invitations sent to the media and to some individuals and families involved in the selection process.

It was suggested that the unveiling of the Martin L. Brown statue and special lobby wall be held that same night in conjunction with the "Wall of Fame" installation to maximize the focusing of public attention on both. The committee has worked hand-in-hand with Director John Crane on the formal program, the invitation list and other details.

Respectfully submitted,



Norm Marshall,
Public Relations/Promotion
Consultant.

attchm

RE: [illegible]

The attached memo from Mr. [illegible] will provide the necessary background.

Respectfully submitted,

[Signature]
John T. [illegible]
Director
[illegible]

[illegible]



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Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION: _____

FOR INFORMATION: XXX

TO: Copps Coliseum Committee
Attention: Ms. L. Stewart, Secretary

FROM: Mr. N. Marshall,
Public Relations/Promotion Consultant

DATE: July 13, 1987

SUBJECT: Wall of Fame

Following meetings over a one-year period, the Copps Coliseum "Wall of Fame" committee, chaired by Dr. Leslie Prince, is completing work leading to the installation of the first fifty (50) wall hangings and the eight (8) media "Wall of Fame" hangings in the media lounge.

The committee has suggested that the "Wall of Fame" be introduced at a special "media event" to be held the evening of Monday, August 13th with invitations sent to the media and to some individuals and families involved in the induction process.

It also suggests that the unveiling of the Victor K. Copps plaque and special lobby wall be held that same night in conjunction with the "Wall of Fame" introduction to maximize the focusing of public attention on both. The committee has worked hand-in-hand with Director John Crane on the formal program, the invitation list and other details.

Respectfully submitted,

NM:mgm

Norm Marshall,
Public Relations/Promotion
Consultant.

MEMORANDUM

TO: DIRECTOR

FROM: SAC, NEW YORK

RE: [illegible]

SUBJECT: [illegible]

Re New York letter to Bureau dated 1/11/57, captioned as above.

Enclosed for the Bureau are two copies of a letterhead memorandum (LHM) dated and captioned as above.

The LHM is being furnished to the Bureau for its information and guidance.

Very truly yours,

[illegible]

[illegible]

[illegible]

The following meeting was held on January 11, 1957, at the New York office. Present were: [illegible]. The meeting was held to discuss the LHM and to determine the Bureau's position on the matter.

The meeting was held at the New York office on January 11, 1957. The following individuals were present: [illegible]. The meeting was held to discuss the LHM and to determine the Bureau's position on the matter.

It was suggested that the LHM be revised to reflect the Bureau's position on the matter. The LHM was revised accordingly and is being furnished to the Bureau for its information and guidance.

Very truly yours,

[illegible signature]

Very truly yours,
[illegible]
Special Agent in Charge

[illegible]



Copps Coliseum

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee

FROM : Joe Tsao, Sales Executive, Copps Coliseum

COPIES TO : B. Conacher, Managing Director/Chief Executive
Officer, HECFI
: J. Crane, Director, Copps Coliseum

DATE : July 14, 1987

RE : Status Report on Confirmed Events/Performances
at Copps Coliseum - August to November, 1987

August, 1987

7 Confirmed Events/Performances:

1. Canusa Games Opening Ceremony
: August 7th
2. Canada Cup - Pre-tournament Games
: August 16th - U.S.A. vs Canada Olympic Team
: August 22nd - Finland vs Canada Olympic Team
- U.S.S.R. vs Canada
: August 23rd - C.S.S.R. vs Canada
Canada Cup - Tournament Games
: August 30th - Finland vs Canada
: August 31st - Sweden vs U.S.A.

September, 1987

6 Confirmed Events/Performances:

1. Canada Cup - Tournament Games
: Sept. 2nd - U.S.A. vs Canada
: Sept. 4th - Finland vs C.S.S.R.
: Sept. 6th - U.S.S.R. vs Canada
2. Canada Cup - Playoff Games
: Sept. 8th - Semi-final
: Sept. 13th - 2nd Final
: Sept. 15th - 3rd Final (if necessary)

October, 1987

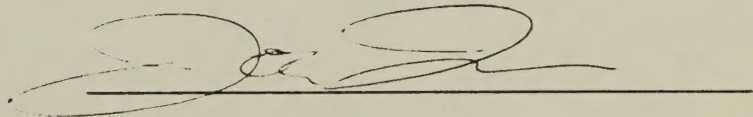
8 Confirmed Events/Performances:

1. 1987 Hamilton International Auto Show
: October 22nd to 25th.
2. Steelhawks Regular Season Games
: October 2nd, 16th, 18th, 31st

November, 1987

7 Confirmed Events/Performances:

1. Steelhawks Regular Season Games
: November 1st, 6th, 7th, 20th, 22nd, 27th, 29th



Joe Tsao,
Sales Executive.

JT:mgm

October, 1957

Continued Events/Performance

1. 1957 American International Trade Show

October 15th to 20th.

2. American National Trade Show
October 15th, 16th, 17th, 18th, 19th, 20th.

November, 1957

Continued Events/Performance

1. American National Trade Show
November 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th.

Joe T. ...
Sales Executive.

1987 July 16

REPORT BY THE DIRECTOR OF COPPS COLISEUM

6.1 Events

At the time of writing this report the Jehovah Witnesses move-in is taking place. They have already spent a great deal of time cleaning the facility and setting up their equipment. The Convention officially begins on Friday, July 17, 1987 with large crowds expected on a daily basis.

The Canada Cup Booster Club Press Conference was held at the Coliseum on Thursday, July 16, 1987 at 10:00 a.m. The purpose of the Conference was to kick-off a number of activities which will take place before and during the Canada Cup Games in order to increase fan support and to demonstrate to Hockey Canada and others that Hamilton is a strong hockey city and the people here will support an N.H.L. franchise. The Press Conference was well attended by the local media with the highlight being Alderman Gallagher, Chairman of the Canada Cup Booster Club presenting Honourary Chairman Paul Henderson with the first official Canada Cup Booster sweatshirt.

The Canada Cup Booster Club will be holding a Rally from 5:30 p.m. to 10:00 p.m. on Saturday, August 15, 1987. We are expecting a large turnout with further details on the Rally from Alderman Gallagher, Chairman of the Canada Cup Booster Club Committee.

Special "packages" of tickets for the Canada Cup games has reached 1,600 at the time of writing this report. A decision has been made by Mr. Alan Eagleson to begin selling single tickets on August 2, 1987. We expect a rush to purchase single tickets for the Canada vs U.S.S.R. and the Canada vs. C.S.S.R. games.

6.2 Technical

The Director is busy preparing the facility for the Canada Cup games, ie. meetings with radio and television media, security arrangements, staffing, environmental services, etc. Plans are to start putting the dasher boards in place, installing the protective glass and making ice during the first week of August.

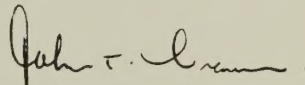
The Director is expected to have the Chairman's Lounge ready for occupancy prior to the first Canada Cup game which is scheduled for August 16, 1987.

6.3 General

It is with regret that the Director has received and accepted the resignation of Mr. Mark Burtniak our Preventive Maintenance Supervisor for Copps Coliseum and the Central Utilities Plant, which is to become effective Monday, August 3, 1987.

With Canada Cup just around the corner and the recent resignation of Mr. Joel Hines the Operations Engineer and now Mr. Burtniak, preparations for these games will be more difficult. I firmly believe that if we are to maintain efficient and effective operation thus reducing the overall cost of operating HECFI and other City facilities, we must compete with private industry with regards to wages in order to keep good technical people on our staff.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

The company is required to have the following things
to be the company's order for the 1960-1961 season. It
returned the report of 1961.

2.1. Summary

It is with regret that the Director has received and
accepted the resignation of Mr. John D. Smith, the
Assistant Secretary for Long Term and the
Director's office. He is leaving to join the
1961.

With Canada's 100th birthday the country and the
celebration of its 100th birthday the country and the
Mr. Smith's resignation for long term and the
I have been told that it is not an unusual thing
all these years and now looking for a new way of
Hill and other staff facilities, we must continue with
industry with regard to what is now the new
people in our staff.

Respectfully submitted,


John D. Smith
Assistant Secretary
Long Term

5.1.1 Copps Coliseum Committee Minutes of June 24, 1987

THAT THE 14 MEMBERS PRESENT AT THE MEETING OF THE COPPS COLISEUM COMMITTEE BE ADVISED AT 12:00 P.M.

THAT THE 14 MEMBERS PRESENT AT THE MEETING OF THE COPPS COLISEUM COMMITTEE BE ADVISED AT 12:00 P.M.

THAT THE STATE BOARD ON COLLEGE SPORTS AT 12:00 P.M. COLLEGE BOARD ON COLLEGE SPORTS AT 12:00 P.M. INFORMATION

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THAT THE STATE BOARD ON COLLEGE SPORTS AT 12:00 P.M. COLLEGE BOARD ON COLLEGE SPORTS AT 12:00 P.M. INFORMATION

1. THAT "HONORABLE" COLLEGE BOARD ON COLLEGE SPORTS AT 12:00 P.M. INFORMATION
2. THAT "HONORABLE" COLLEGE BOARD ON COLLEGE SPORTS AT 12:00 P.M. INFORMATION
3. THAT "HONORABLE" COLLEGE BOARD ON COLLEGE SPORTS AT 12:00 P.M. INFORMATION

THAT THE STATE BOARD ON COLLEGE SPORTS AT 12:00 P.M. COLLEGE BOARD ON COLLEGE SPORTS AT 12:00 P.M. INFORMATION

COPPS COLISEUM COMMITTEE

Wednesday, June 24, 1987

12:30 P.M.

Copps Coliseum Board Room

PRESENT: Alderman T. Murray, Chairman
Alderman J. Gallagher
Mr. D. Braley
Alderman B. Hinkley, Chairman, HECFI

REGRETS: Mr. D. Beattie
Mr. T. Casey
Mr. W. McFarland

ALSO

PRESENT: Mr. J. Crane
Mr. B. Conacher
Mr. J. Leuser
Ms. L. Stewart, Secretary

The Chairman called the meeting to order at 12:30 p.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE CONVENED AT 11:40 A.M.

THAT THE IN CAMERA MINUTES OF MAY 27, 1987, BE APPROVED.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS COLISEUM - JULY TO OCTOBER 1987, BE RECEIVED FOR INFORMATION.

THAT THE COPPS COLISEUM EVENT REVENUE REPORT - MAY 1987, BE RECEIVED FOR INFORMATION.

THAT THE REPORT ENTITLED COPPS COLISEUM - RECONSTRUCTION OF ARENA FLOOR, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

THAT THE REPORT ENTITLED 1991 LABATT BRIER BID, AS SUBMITTED BY MR. JOE TSAO, MARKETING REPRESENTATIVE, BE TABLED UNTIL THE NEXT MEETING OF THE COPPS COLISEUM COMMITTEE.

THAT THE LETTER ADDRESSED TO THOSE WISHING TO PURCHASE THE USE OF A PRIVATE BOX IN COPPS COLISEUM BE AMENDED TO INCLUDE THE FOLLOWING SENTENCES:

- 1) THAT "HECFI/COPPS COLISEUM RESERVES THE RIGHT TO REJECT AND/OR ACCEPT ANY BID", AND
- 2) THAT "BIDS MUST BE RECEIVED BY THE MANAGING DIRECTOR /CEO, HECFI, NO LATER THAN FRIDAY, JULY 24, 1987 AT 11:00 O'CLOCK A.M. AND THOSE SUBMITTING A BID ARE INVITED TO ATTEND THE OPENING."

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE ADJOURNED AT 12:30 P.M.

1. Minutes of May 27, 1987

MOVED by Alderman Hinkley, seconded by Alderman Gallagher that

THE MINUTES OF MAY 27, 1987, BE APPROVED.

MOTION CARRIED.

2. Business Arising From The Minutes

2.1 Client Evaluation Forms

MOVED by Alderman Gallagher, seconded by Mr. Braley that

THE CLIENT EVALUATION FORMS, AS DRAFTED BY THE DIRECTOR OF COPPS COLISEUM, BE APPROVED.

MOTION CARRIED.

3. Marketing

3.1 Status Report on Confirmed Events at Copps Coliseum - July to October 1987

MOVED by Alderman Gallagher, seconded by Alderman Hinkley that

THE STATUS REPORT ON CONFIRMED EVENTS AT COPPS COLISEUM - JULY TO OCTOBER 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Capital Construction Items

4.1 Award of Work - HVAC System, Room 312

The Director of Copps Coliseum advised that the work is within the \$50,000.00 budget, however, he may approach the committee for extra monies to provide washroom facilities in the future.

MOVED by Alderman Gallagher, seconded by Alderman Hinkley that

THE QUOTATION SUBMITTED BY J. J. ELLIOTT MECHANICAL LTD. FOR THE SUPPLY AND INSTALLATION OF THE HVAC SYSTEM FOR ROOM 312 IN COPPS COLISEUM FOR THE TOTAL AMOUNT OF \$28,226.00 BE ACCEPTED, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

4.2 Award of Work - Replace City Hall Boiler Stacks

MOVED by Alderman Hinkley, seconded by Alderman Gallagher that

THE QUOTATION SUBMITTED BY SUPERIOR BOILER WORKS AND WELDING LTD. FOR THE REMOVAL AND REPLACEMENT OF THE BOILER STACKS AT CITY HALL IN THE TOTAL AMOUNT OF \$11,675.00 BE ACCEPTED, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

5. New Business

5.1 Consolidated Unaudited Operating Results for HECFI for the Five Month Period Ended May 31, 1987

MOVED by Mr. Braley, seconded by Alderman Gallagher that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE FIVE MONTH PERIOD ENDED MAY 31, 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.2 Unaudited Operating Results for the C.U.P. for the Five Month Period Ended May 31, 1987

MOVED by Alderman Gallagher, seconded by Mr. Braley that

THE UNAUDITED OPERATING RESULTS FOR THE FIVE MONTH PERIOD ENDED MAY 31, 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

The Chairman advised the Director of Copps Coliseum that this information should be sent to the Executive Committee in order that they may be aware of the savings achieved at the C.U.P.

5.3 Hamilton Place - Renovations, Release of Holdback, J. J. Elliott Mechanical Ltd.

MOVED by Mr. Braley, seconded by Alderman Gallagher that

THE HOLDBACK MONIES RETAINED BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARMTENT IN THE TOTAL AMOUNT OF \$7,397.00 BE RELEASED TO THE CONTRACTOR, J. J. ELLIOTT MECHANICAL LTD.

MOTION CARRIED.

6. Report by the Director of Copps Coliseum

Alderman Gallagher asked that in future the Green Room be referred to as the Chairman's Lounge.

MOVED by Mr. Braley, seconded by Alderman Gallagher that

THE REPORT AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. Other Business

7.1 Furnishings for Green Room, Acceptance of Quotation, Intefac Inc.

MOVED by Mr. Braley, seconded by Alderman Hinkley that

THE QUOTATION SUBMITTED BY INTEFAC INC. FOR THE SUPPLY AND INSTALLATION OF FURNITURE FOR THE GREEN ROOM IN COPPS COLISEUM IN THE TOTAL AMOUNT OF \$14,268.91, BE ACCEPTED AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

The Director of Copps Coliseum advised that this order must be made today or delivery cannot be guaranteed for August 14, 1987.

NOTE: The committee directed the Director of utilize the emergency purchasing procedure as adopted by the HECFI Board of Directors.

7.2 Chairman's Lounge

Alderman Hinkley suggested that the committee consider the idea of displaying pictures, in the Chairman's Lounge, of the HECFI Board Chairmen and Members, beginning with the first official HECFI Board. Alderman Hinkley asked that the Director of Copps Coliseum take measurements of the walls in room 312, and also visit the Parking Authority to see their Board picture display.

8. Date of Next Meeting

The next meeting of the Copps Coliseum Committee will take place on Wednesday, July 22, 1987 at 11:30 a.m. in the Copps Coliseum Board Room.

9. Unfinished Business

The committee duly noted the unfinished business.

10. Adjournment

MOVED by Alderman Gallagher, seconded by Mr. Braley
that

THE MEETING ADJOURN AT 12:55 P.M.

MOTION CARRIED.

Taken as read and approved,

Alderman T. Murray, Chairman

Leslee Stewart, Secretary

1. The first part of the report is a summary of the work done during the year.

The second part of the report is a detailed account of the work done during the year.

The third part of the report is a summary of the work done during the year.

The fourth part of the report is a summary of the work done during the year.

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The twenty-fourth part of the report is a summary of the work done during the year.

The twenty-fifth part of the report is a summary of the work done during the year.

5.2 Hamilton Convention Centre Committee
Seventh Report

REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF JULY 24, 1987

The Hamilton Convention Centre Committee presents its **SEVENTH REPORT** for 1987 and respectfully recommends:-

1. Kitchen Expansion

That the original Architect, Mr. Trevor Garwood-Jones, be requested to advise whether the wall alterations to the kitchen in the Convention Centre would be compatible with the construction of the building and also to provide an estimated cost of producing a plan to incorporate the required additions and structural alterations.

For the members' information a copy of the Director's recommendation and supporting material is attached hereto as **APPENDIX "A"**.

2. Information Items

(a) Director's Report - June 1987

The report of the Director, HCC for the month of June, 1987, a copy of which is attached as **APPENDIX "B"**, was approved for transmittal to the Board of Directors.

(b) Correspondence

(c) Comment Cards

(d) Client Evaluations

The above three items were received for information.

(e) Summary of Revenue and Expenditures - June 1987

The Summary of Revenue and Expenditures for the month of June, 1987 was approved and will be included in the Report of the Audit/Finance Committee.

Respectfully submitted,

Alderman R. Wheeler, Acting Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary



HAMILTON CONVENTION CENTRE

FROM: William J. Penfold, Director DATE: July 20, 1987
Hamilton Convention Centre

FOR ACTION XXX FOR INFORMATION
TO: BOARD (OR) HAMILTON CONVENTION CENTRE, AND
AUDIT/FINANCE COMMITTEES XXX

SUBJECT: Kitchen Expansion at the Centre

RECOMMENDATION:

THAT THE ORIGINAL ARCHITECT, MR. TREVOR GARWOOD-JONES, BE ADVISED OF THE REQUIREMENTS FOR KITCHEN EXPANSION AND A COST ESTIMATE OF PLANS AND THE CONSTRUCTION BE RECEIVED FROM HIM.

Once the cost is determined and the Expansion is approved by the committee, then Mr. Garwood Jones will be retained to project completion.

BACKGROUND:

Attached is a copy of the 1987-1991 Capital Project Submission Form approved this year regarding Kitchen Expansion; rationale is also included.

The Centre now plans this construction for summer 1988 and requests committee approval to proceed, by initially contacting Mr. Trevor Garwood-Jones.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)
2. (a) PROJECT NUMBER _____
- (b) PROJECT NAME Kitchen Addition

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
See attached.

4. (a) PROJECT STARTING DATE July 1987
- (b) PROJECT FINISHING DATE September 1987
- (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED _____

5. (a) GROSS COST OF PROJECT \$ 150,000 TO BE FINANCED FROM
(b) SUBSIDIES AND OTHER RECEIPTS \$ _____ HECFI RESERVE ACCOUNTS
(c) CITY'S COST \$ 150,000

- | | | NO. OF PERSON
YEARS CREATED | |
|-----------------------------------|-------------------|--------------------------------|--|
| 6. (a) YEAR OF EXPENDITURE - 1987 | \$ <u>150,000</u> | <u>nil</u> | |
| - 1988 | \$ _____ | | |
| - 1989 | \$ _____ | | |
| - 1990 | \$ _____ | | |
| - 1991 | \$ _____ | | |
| - 1992 AND AFTER | \$ _____ | | |

(b) TOTAL NUMBER OF PERSON YEARS CREATED nil

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT nil

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	\$ _____
Supplies	_____
Light, Heat, Etc.	_____
Other	_____
TOTAL	\$ _____

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

Kitchen addition will result in additional client revenues
accruing to Corporation.

MEMORANDUM

MEMO TO: William Penfold 9/10/86
FROM: Stephen Dockman
DATE: September 10th, 1986
SUBJECT: 1987 Capital Budget - Kitchen Expansion

As you are well aware, our kitchen facilities are limited. The limitations are caused by the size of the kitchen area as well as the equipment, particularly ovens. At the present time we are able to prepare up to 1500 persons for a meal function.

The preparation of a dinner for 1500 persons for example would depend on whether or not there were other functions taking place during the day and the menu selection.

As the facility becomes convention oriented, it has been taxed to its limit on at least two occasions this year.

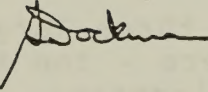
1. Ontario Liberal Party - March 20th - 23rd
Although we were requested to serve large numbers for the John Turner Luncheon, we had to limit the number of people to 1500 persons. This was possible because it was the only meal function and the menu selection was suitable for food preparation.
2. Sweet Adelines - April 17th - 20th
We were requested to serve up to 1600 persons for the dinner. As there were other events, the number had to be reduced to 1360 persons and the menu "tailored" in order to serve the dinner. The overflow were served at the Royal Connaught Hotel.

During the fall of last year we had difficulty servicing local events because of the number of functions and the menu selections. This became very apparent during Festitalia and the serving of four other functions including the Zambuto/Paletta Wedding. It is sometimes necessary to limit the number of dinners to ensure that we can service all functions professionally.

Presently we are facing a very difficult situation with the Progressive Conservative Convention. There is a dinner scheduled for Saturday, September 20th, for 1500 persons. Although there are indications from previous conventions that the numbers may increase, the dinner will have to be limited to 1500 persons. Fortunately there are no other meal functions at that time and the menu selection is again suitable for food preparation for a large banquet.

-2-

If the Convention Centre is going to be a venue for large conventions, I strongly recommend that we undertake a kitchen expansion which would include the purchase of additional equipment and supplies, as well as a larger dishwasher. This would increase our food preparation capacity to 2000 persons. The present area of the kitchen would be expanded towards the Webster Lounge. The estimated cost for the expansion is \$150,000.00 plus \$60,000.00 for a new dishwasher for a total cost of \$210,000.00.



Stephen H. Dockman
Operations Manager

SHD/lp



HAMILTON CONVENTION CENTRE

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE
FROM THE DIRECTOR FOR JUNE, 1987

July 17, 1987

June 1987 was the best month ever for the Convention Centre!!

The \$331,000 revenue for the month was 33% over budget and 72% over 1986 Actuals. For the year, the Centre is 19% over budget and 21% over 1986.

Much of the revenue was made up of three large conventions that were held at the Centre. These were - the Association of Canadian Community Colleges with 400 delegates; the Radio and Television News Directors' Convention with 150 delegates; and the Canadian Society of Laboratory Technologists met for their Fiftieth Anniversary with 2,600 delegates. The month was also very strong with banquets for high school graduations and traditional weddings.

Once again, the Red Cross Clinic was held at the Convention Centre to host the Annual City/Region Competition. As of this date, the City had won the competition.

July of course, is our traditional maintenance month, and this year is no exception. The rugs have already been steam-cleaned and the chairs are to be cleaned shortly. Rug pieces in Chedoke are being rebound; casual furniture is being reupholstered and carpet is being replaced outside Room 314. Much-needed wall maintenance and painting will be carried out during the first week of August, and new vinyl will be placed on the moveable walls in Albion and Webster. Additionally, floors in the main lobby and the Wentworth concourse, building washrooms and vestibules, and the Walkway and Bridge, have all been re-finished.

Full-time staff have been informed of their salary slottings under the salary survey; some, of course, are happy with the results, and others will be appealing either their slotting or their classification or both. The appeals are to be in to the Managing Director by August 14th, and it is anticipated that the Director and Managing Director will review the appeals and pass a recommendation to the Audit and Finance Committee.

William J. Penfold, Director
Hamilton Convention Centre

WJP:bg

5.2.1 Hamilton Convention Centre Committee Minutes of

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, June 26, 1987

8:00 o'clock a.m.

Boardroom, Copps Coliseum

PRESENT: Alderman R. Wheeler, Acting Chairman
Mr. N. Levitt
Alderman B. Hinkley, Chairman, HECFI Board
Acting as Committee member

ALSO PRESENT: Mr. B. K. Conacher, Managing Director/CEO, HECFI
Mr. W. J. Penfold, Director
Hamilton Convention Centre
Mr. J. A. Leuser, Director
Finance/Administration, HECFI
Mrs. B. Goddard, Secretary

ABSENT: Mr. T. E. Yates - regrets
Mr. D. O. Braley - regrets
Mr. D. M. Beattie - regrets
Mr. F. Bogden, Director
Marketing/Sales Division, HECFI - illness

Chairman's
Remarks

1. Chairman's Remarks

The Chairman informed the meeting that he hadn't expected to act as Chairman on this occasion, and continued by stating his preference that the regular portion of the agenda be dealt with first.

(As the meeting proceeded, it was generally understood that when a motion was required on any business, the Acting Chairman would relinquish the chair in order to put forward or second a motion, and that Alderman Hinkley would temporarily take the chair.)

Minutes of
previous
meeting

2. Minutes of previous meeting

Alderman Hinkley requested that as he had given advance notice of his absence at the last meeting, this should be recorded in the minutes, and the Secretary undertook to rectify the omission.

Secretar

It was MOVED by Alderman Wheeler, seconded by Mr. Levitt -

THAT THE MINUTES OF THE MEETING HELD MAY 29, 1987 BE APPROVED AS DISTRIBUTED TO THE MEMBERS.

MOTION CARRIED.

Business
arising from
minutes

3. Business arising from the minutes

The Director, HCC, informed the meeting that Mr. Crane was in process of securing tenders for the process of air balancing in the facility, and apart from the fact that there was now an employee of C.U.P. in the building each day, there was nothing else to report at the moment.

Tenders for
Air Balanc-
ing in the
Centre

4. Director's Report - May, 1987

Director's
Report

The Director reported that for the third month in a row, the Centre had made money, being 4% over budget for a total of \$272,000, which was 15% over 1986. Annually, the Centre was 16% over budget for \$1,037,000, which was the first time the facility had gone over \$1 million in the first five months of the year. This was 10% over 1986 for the same period.

As usual, many school banquets were held during May, and other large functions included the Stelco Quarter Century Banquet, and meetings for the American Foundrymen's Society, the Board of Education, Ontario English Catholic Teachers' Association, the Regional Health Department, Catholic Children's Aid, McMaster University, the Halton R.C. School Board and Ebony Fashions.

Conventions were also big, with an international meeting of the Scanning Electron Microscopy Association. Also, the Electrical Contractors' Association of Canada, the Canadian Institute of Food and Science Technologists, and the Municipal Electrical Association, were all at the Centre during May.

Computers
for
secretaries

It was reported that the Committee Secretary and the Events Secretary were now partly trained and getting used to the new computers that had been installed at their work stations. The equipment is IBM compatible and uses WordPerfect.

Information
- report
from Min'r.
of State for
Small Bus's
& Tourism

Attached to the Director's Report was an International Tourism Report from Mr. Bernard Valcourt, who is the Minister of State for Small Businesses and Tourism. The report outlined money being spent on the 1987 Advertising Campaign for Tourism in Canada, and was included for the interest of committee members.

"Hospitality
Week"

"Hospitality Week" was from June 7 to 13, with two important functions being held at the Centre - a Marketplace on June 9th for area Association and Corporate Meeting Planners with a turn-out of approximately 225. The Convention Ambassador

Dinner was held on June 11th (100 present) and each ambassador received a framed scroll in honour of his/her achievement in bringing conventions to the City.

Corporate
Challenge

In the recent Corporate Challenge, the Centre Team again held its own and came 22nd out of some 80 participating teams.

Alderman Hinkley was pleased to see the Ambassador Programme under way, and thought it should encourage people to speak up whenever the opportunity arose, in order to bring more conventions to the City. The Director agreed that it is through Hamilton people that we get many conventions. The Sales people are concentrating on this. Alderman Hinkley also mentioned that when the Media Association was here recently, they were very impressed with the facility and courtesy they received. In fact, compliments were still being received on the FCM Convention held in the City a year ago, and everyone agreed that that was a job very well done.

The Director's Report was duly received by the members.

Secretary

Corres-
pondence

5. Correspondence

The correspondence came under discussion by the committee, during which it was noted that many letters are received complimenting the Centre. Alderman Wheeler asked what had happened to a letter written by himself, but it had only been received after the Agenda material had been distributed, and in any event, the Director informed the Committee members this particular letter was being taken to a Staff Meeting the following week. Aldermen Wheeler pointed out that if the guest of honour at this particular function had had the say, we would be getting the Commonwealth Games here without a doubt. The Director expressed his pleasure that the group had asked to meet the Sous Chef who was on duty that evening, as it showed they wanted to express their appreciation in person. That particular staff member had been at work since early in the morning on that day.

Mr. Levitt mentioned particularly letters from Pope John-Paul School Principal, Mr. Paul M. Howard, and from Mr. J. Robert Michener - a Torontonians in the advertising business who himself remarked that they live too close to Hamilton to appreciate its points of interest. It took a visit to a convention to make him realize this.

The Correspondence was duly received for information.

Comment
Cards and
Client
Evaluations

6. Comment Cards and Responses

7. Client Evaluations

Following a brief discussion, these were also received for information.

Summary of
Revenue and
Expenditures
- May 1987

8. Summary of Revenue and Expenditures - May, 1987

The Director, Finance/Administration, presented his report, stating that the Convention Centre realized for the month of May and the five-month period ended May 31, 1987, budgetary surpluses of approximately \$15,856 and \$115,095 respectively. He also reported that the surpluses arose as a result of a combination of expenditures being controlled while revenue for the month and five-month period exceeded budget by \$9,963 (or 3.8%) and \$139,414 (or 15.5%) respectively.

The revenue results were the best ever for the month of May and the five-month period ended May 31. They exceeded the amounts achieved for the corresponding periods in 1986 by \$36,243 (or 15.4%) and \$100,250 (or 10.7%) respectively.

He also pointed out that this had been the third month in a row that the Convention Centre realized an excess of revenue over expenditures, the excess for this month being \$27,196.

Alderman Hinkley was pleased with the state of the City subsidy, and thought if the Centre were to break even, some sort of event should be arranged to mark the occasion - not on too large a scale, but nevertheless, something that would give recognition of such a significant break-through.

Mr. Levitt was anxious to know what effect this would have on the following year's budget - would it result in a cut by the City? And did the Centre get this funding at the beginning of the year, or at the end of the year? Mr. Leuser assured Mr. Levitt that the funding is provided for at the beginning of the year, and Alderman Wheeler pointed out that we have to be ready with the "ammunition" to justify budget requests. Mr. Leuser also informed the meeting that money that is not actually spent goes into the Centre's own capital reserves (for future contingencies).

It was MOVED by Alderman Wheeler, seconded by Mr. Levitt -

THAT THE SUMMARY OF REVENUE AND EXPENDITURES FOR THE MONTH OF MAY, 1987 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS.

MOTION CARRIED.

Secretar

Date of next
meeting

9. Date of next meeting

It was agreed that the next meeting would take place on Friday, July 24, 1987 at 8:00 o'clock a.m.

Motion to
move in
camera

10. Motion to convene In Camera Session

It was MOVED by Alderman Wheeler, seconded by Mr. Levitt and CARRIED -

THAT THE IN CAMERA SESSION BE CONVENED.

Motions
carried
during in
camera ses'n

11. Motions carried during In Camera Session

11.1 Costing of Event

THAT THE REPORT OF THE DIRECTOR, FINANCE/ADMINISTRATION ON THE COSTING OF THE RECEPTION/DINNER/DANCE FOR THE CANADIAN ASSOCIATION OF EQUIPMENT DISTRIBUTORS BE FORWARDED TO THE BOARD OF DIRECTORS.

11.2 Marketing/Sales Reports

THAT THE REPORTS OF THE MARKETING/SALES DIVISION BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS.

11.3 Reductions in Chargeable Items

THAT THE REPORT ON THE SCANNING ELECTRON MICROSCOPY CONVENTION BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS.

11.4 Report on Show Services Contract

THAT THE REPORT OF THE DIRECTOR, HCC RELATING TO THE SHOW SERVICES CONTRACT FOR THE CONVENTION CENTRE BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS.

Conclusion of
in camera
session

12. Conclusion of In Camera Session

It was MOVED by Alderman Hinkley, seconded by Mr. Levitt and CARRIED -

THAT THE IN CAMERA SESSION BE CONCLUDED

Taken as read and approved,

B. Goddard.

B. Goddard, Secretary

ALDERMAN R. WHEELER, ACTING CHAIRMAN
HAMILTON CONVENTION CENTRE COMMITTEE

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WILLIAM A. WHEELER, ATTORNEY GENERAL
HAMILTON COUNTY, TENNESSEE

W. A. Wheeler
W. A. Wheeler, Secretary

5.3 Hamilton Place Committee Sixth Report



REPORT OF THE HAMILTON PLACE COMMITTEE

TO THE BOARD OF DIRECTORS OF
HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

The Hamilton Place Committee presents its SIXTH REPORT from its meeting held Thursday, July 23, 1987 and respectfully recommends the following:

1. THAT THE RECOMMENDATION OF THE CITY'S MANAGER OF PURCHASING TO AWARD THE WINDOW CLEANING CONTRACT TO SKYLIGHT WINDOW CLEANING IN THE TOTAL AMOUNT OF \$23,071.86 BE FORWARDED TO THE AUDIT AND FINANCE COMMITTEE FOR APPROVAL.
2. THAT MANAGEMENT'S RECOMMENDATIONS REGARDING THE OFFICE LEASES - REAL ESTATE TAX - BE APPROVED AND FORWARDED TO THE AUDIT & FINANCE COMMITTEE FOR ACTION.

The following items are for information only:

1. Report - Maintenance, Studio Theatre Floor

Completion of the work has been scheduled for early September following the Summer Theatre School activity and prior to Theatre Aquarius occupancy.

2. Marketing Initiatives Report - Hamilton Place Program

The Committee reviewed and received for information the Marketing Initiatives Report prepared by Mary Webb, Director of Publicity, listing Television spots, Radio spots, print ads and interviews and promotions on all three, with costs to Hamilton Place and value of free promotion for TANGO ARGENTINO.

3. Report - Request for Proposals - Theatre Marquee

Sixteen suppliers responded to the Request for Proposals. Seven made submissions and three met specification requirements. Two proposals with very similar and agreeable design concepts were presented to the Committee for consideration. Following discussion, it was determined that:

- Management will request the two firms to segregate the hardware/electronic components from other costs. Written quotes are to specify prices and suppliers and both firms are to reconsider the question of recessed lighting in the entrance overhead and give alternate costs as between
 - (a) Recessed lighting and/or
 - (b) Lighting the area effectively from a non-recessed slightly smaller overhead grid of lights.

... 2

3. Theatre Marquee (continued)

- There was discussion concerning the removal of the trees to other locations and necessary City approvals.

4. Report - Director of Finance & Administration

The Director reported that June was a very busy month at Hamilton Place with 28 performances and a surplus of \$32,990. The budgetary deficit for the six month period ended June 30, 1987 is \$26,302, arising from losses incurred on a number of promotional/co-promotional events in the Great Hall and student programming in the Studio Theatre.

5. Date of Next Meeting

Hamilton Place Committee will not schedule a regular monthly meeting in August. A special one hour meeting is scheduled prior to the August Audit & Finance Committee meeting to consider new information about the marquee proposals and any other matters that demand attention.

Respectfully submitted,

Jean Faris, Secretary

TANGO ARGENTINO - ADVERTISING & PROMOTIONS

TELEVISION

285 TV spots running from July 4 - 25 Value ...\$48,000
Cost to Hamilton Place.....\$16,500

Value of Free Promotion.....\$31,500.

RADIO

391 spots running from July 7 - 25 Value.....\$12,000
on 7 Radio Stations

Cost to Hamilton Place.....\$ 3,668

Value of Free Promotion.....\$ 8,545.

PRINT

19 Ads run in Spectator, Toronto Globe & Mail, Toronto Star,
St. Catharines Standard, Brantford Expositor and Kitchener Record.

Cost to Hamilton Place.....\$10,000

INTERVIEWS & PROMOTIONS

SPECTATOR - Colour photo in 'NOW' Section
 - Colour photo and story in 'NOW'
 - Tango lesson Photo with New Faces Company

CHCH-TV11 - week long contest
 - 2 mentions on Entertainment Extra
 - tango lesson on TV news
 - Special announcements on Spanish & Italian TV shows

CKPC - Radio Interview

CKLH - Radio Interview

CHML - Radio Interview

Special Promotion Packages (sound track, sovenir book and sweatshirt promoting show)

Ballroom Dance Studios - made aware of show

TANGO ARGENTINO - ADVERTISING & PROMOTIONS

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Special Promotion Packages (sound track, sovenir book and sweatshirt promoting show)

Ballroom Dance Studios - made aware of show

M E M O R A N D U M

July 20, 1987

TO: Tom Burrows, Director
Hamilton Place

FROM: Robert Ellison, Assistant Director
Hamilton Place

SUBJECT: Assistant Director's Report

I Studio Theatre Floor refurbishing and insulation - \$13,000 - Previously approved

The refurbishing of the floor is still to be completed as the contractor's initial work was not satisfactory. This will be done early in September when the Studio is available.

II Marquee

(a) Of the 21 suppliers who were requested to Bid, sixteen responded. Of those, seven made submissions but only three qualified. They are:

Markle Brothers Limited, Markham	\$ 79,218
Jones Neon Displays, Burlington	124,000
Claude Neon Limited, Scarborough	207,661

Their design concepts will be presented to the Committee for their consideration.

(b) The City's Director of Traffic Services has advised us that the west face of the marquee (there is also a south face) "will contravene section 8.3.02 of Regional Traffic By-Law R76-144". The area of concern is with the traffic light located at Summers' Lane. If the sign were midway between traffic lights there wouldn't be a problem.

The City's Building Commissioner sees no problem with the sign but has said that it would have to be approved from an aesthetic point of view by the Director of Real Estate before the issuance of a permit.

(c) The trees on the north side of Main Street at Summers' Lane will have to be removed if the sign is to be viewed in its entirety by traffic moving on Main Street after crossing Bay Street. The Director of Public Works advised me that if the trees are to be removed, the approval of Council would have to be obtained. .

Assistant Director's Report cont'd...III Window Cleaning

A recommendation has been made by the City's Manager of Purchasing to award the window cleaning contract to Skylight Window Cleaning in the amount of \$23,071.86. Analysis of Tenders received are attached in addition to our formal recommendation.

Attachment

TENDER ANALYSIS - NOVEMBER 25, 1986

WINDOW CLEANING, VARIOUS BUILDINGS

SKYBRIGHT WINDOW CLEANING

SECTION & LOCATION

	<u>1987</u>	<u>1988</u>	<u>3%</u> <u>1989</u>	<u>4%</u> <u>1990</u>	<u>4%</u> <u>1991</u>	<u>TOTALS</u>
A-Various Civic Buildings	\$22,150	\$22,009	\$22,669.27	\$23,576.04	\$24,519.08	\$114,923.39
B-City Hall	12,300	12,300	12,669	13,175.76	13,702.79	64,147.55
C-Libraries	4,068	4,068	4,190	4,357.64	4,531.95	21,215.59
D-1 - Police Department and D-2 - Royal Botanical Gardens	7,873	8,519	8,774.57	9,125.55	9,463.57	43,782.69
E-Hamilton Place	4,500	4,500	4,696.80	4,884.67	5,080.06	23,781.53
F-Convention Centre	3,690	3,740	3,852.20	4,006.29	4,166.54	19,455.03
G-Art Gallery of Hamilton	1,016	1,021	1,051.63	1,093.70	1,137.44	5,319.77
H-Hamilton Region Conservation Authority	1,770	1,770	1,824.13	1,897.10	1,972.98	9,234.21
I-Hamilton Street Railway	<u>2,400</u>	<u>2,400</u>	<u>2,472</u>	<u>2,570.88</u>	<u>2,673.72</u>	<u>12,516.60</u>
TOTAL	\$59,827	\$60,387	\$62,199.60	\$64,687.63	\$67,275.13	\$314,376.36
Less 5% discount if given Total order	\$56,835.65	\$57,367.65	\$59,089.62	\$61,453.25	\$63,911.37	\$298,657.54

Continued...

TENDER ANALYSIS - PAGE TWO

SKYLIGHT WINDOW CLEANING

<u>SECTION & LOCATION</u>	<u>1987</u>	<u>1988</u>	<u>2-1/2%</u> <u>1989</u>	<u>3%</u> <u>1990</u>	<u>3%</u> <u>1991</u>	<u>TOTALS</u>
A-Various Civic Buildings	\$21,277.55	\$21,809.60	\$22,354.84	\$23,025.49	\$23,716.25	\$112,183.73
B-City Hall	13,545.30	14,191.85	14,546.65	14,983.05	15,432.53	72,699.38
C-Libraries	5,342.80	5,475	5,611.88	5,780.23	5,953.64	28,162.55
D-1 - Police Department and D-2 - Royal Botanical Gardens	8,043.41	8,240.15	8,435.90	8,688.98	8,949.65	42,338.08
E-Hamilton Place	3,598.16	4,672	4,788.80	4,932.46	5,080.44	23,071.86
F-Convention Centre	6,068.50	6,220.40	6,375.91	6,567.19	6,764.20	31,996.20
G-Art Gallery of Hamilton	1,098.50	1,126.25	1,154.40	1,189.04	1,224.71	5,792.90
H-Hamilton Region Conservation Authority	1,396	1,430.90	1,466.67	1,510.67	1,555.99	7,360.23
I-Hamilton Street Railway	1,200	1,230.60	1,261.37	1,299.21	1,338.18	6,329.36
TOTAL	\$61,559.22	\$64,386.75	\$65,996.42	\$67,976.32	\$70,015.59	\$329,934.30
Less 3% Discount if given Total order	\$59,712.44	\$62,455.15	\$64,016.53	\$65,937.03	\$67,915.12	\$320,036.27

OFFICIALS IN ATTENDANCE - H. Merling, Alderman
 F. A. Simpson, City Clerk
 T. Bradley, Director of Purchasing

REPORT TO THE HAMILTON PLACE COMMITTEE

July 20, 1987

SUBJECT: Window Cleaning of Hamilton Place

RECOMMENDATION: that the Hamilton Place Committee recommend approval to the Audit and Finance Committee for forwarding to the next meeting of the HECFI Board the following:

- 1) That Hamilton Place retain the services of Skylight Window Cleaning of Hamilton initially to December 31, 1987 of \$3598.16 with an option for an additional four years to the end of 1991 of \$19,473.70.
- 2) That the cost of cleaning services be financed through the budgetary allocation contained in the 1987 budget under account #8350-10-17.

BACKGROUND INFORMATION

A tender call was issued for the cleaning of Hamilton Place by the City's Purchasing Department for which two quotations were received. It is recommended that we retain the services of Skylight Window Cleaning.

Respectfully submitted,

Robert Ellison, Assistant Director



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

M E M O R A N D U M

FOR ACTION XXX

FOR INFORMATION XXX

TO: Hamilton Place Committee
FROM: Thomas B. Burrows, Director
DATE: July 21, 1987
SUBJECT: Tenants' Office Leases - Real Estate Tax

Following the Committee's instruction of June 25, 1987, Mr. Burrows, Mr. Conacher, Mr. Leuser and Mr. Ellison have met and submit the following:

Recommendation

- That tenants be informed of a change in City policy relating to treatment of real estate taxes in City owned facilities; that taxes are to be paid in 1987 without benefit of a corresponding grant to Hamilton Place; that, in recognition of tenants' need for long term planning and necessary advance submission of grant requests to municipal, provincial and federal agencies - Hamilton Place will phase in the incremental cost of taxes which must be paid in full by the tenant in fiscal 1989.
- Hamilton Place will not increase the square footage rate (\$8.50) for space, heat, light, power and cleaning in 1988 and will absorb 50% of the cost of real estate taxes payable to the City. A one year lease is recommended.
- In 1989, the tenants will be billed their pro-rata share of real estate taxes at 100%. Consideration may be given to increasing the term of leases to 2 or more years.
- An analysis of the foregoing that estimates how each of the tenants will be affected is attached.

TBB:jf

Thomas B. Burrows,

Hamilton Place Tenants' Leases 1987 - 1989

	Space Sq. Ft.	Term	Monthly Rental	Monthly Tax*	Total Monthly Payment with Tax	\$/ Sq. Ft.	% increase of overall Rent
Bach-Elgar Choir	474	1987	339.58			8.60	
		1988	335.75			8.50	
		1988		117.80	453.55	11.52	35%
		1989**	352.54	235.60	588.14	14.88	43%
Hamilton (Geritol) Follies	500	1987	209.50			5.03	
		1988	208.33			5.00	
		1988		70.68	279.01	6.72	34%
		1989**	218.75	141.36	360.11	8.64	42%
Hamilton Philharmonic Orchestra	2000	1987	1,422.85			8.54	
		1988	1,416.67			8.50	
		1988		471.21	1,887.88	11.28	33%
		1989**	1,487.50	942.42	2,429.92	14.52	42%
Hamilton and Region Arts Council	760	1987	540.69			8.54	
		1988	538.33			8.50	
		1988		179.05	717.38	11.28	33%
		1989**	565.25	358.10	923.35	14.52	42%
Opera Hamilton	920	1987	651.67			8.50	
		1988	651.67			8.50	
		1988		208.33	860.00	11.16	32%
		1989**	684.25	416.66	1,100.91	14.40	41%

* represents 50% of 1987 Property Tax

** includes a 5% economic increase plus 100% estimated Realty Tax

5.3.1 Hamilton Place Committee Minutes of June 25, 1987

HAMILTON PLACE COMMITTEE

REGULAR SESSION

Thursday, June 25, 1987

8:30 a.m.

Hamilton Place Board Room

PRESENT: Mr. D. Hector, Chairman
Alderman R. Wheeler
Alderman B. Hinkley

ALSO PRESENT: Mr. T. Burrows
Mr. R. Ellison
Mr. B. Conacher
Mr. J. Leuser
Mrs. J. Faris, Secretary

REGRETS: Dr. C. Bart
Mr. S. Cino
Mr. T. Casey

1. Chairman's Remarks

The following motions were carried during the In-Camera Session

THAT THE IN-CAMERA SESSION BE CONVENED

THAT THE IN-CAMERA MINUTES OF MAY 28, 1987 BE APPROVED

THAT THE IN-CAMERA SESSION BE ADJOURNED.

2. Minutes of May 28, 1987

MOVED by Alderman Wheeler, seconded by Alderman Hinkley that

THE MINUTES OF MAY 28, 1987 BE APPROVED.

MOTION CARRIED

3. Business Arising from the Minutes

3.1 Marketing Initiatives

The Committee reviewed the Marketing Initiatives Report prepared by Mary Webb, Director of Publicity. This describes the use of T.V., print and radio advertising in June to promote CAMELOT and lists the feature stories, interviews, contests, posters and displays planned and carried out in support of the summer program.

4. Director's Report

The Director stated that his report had been covered in the In-Camera Session. In answer to a query regarding the response to a large print ad that had gone in the Hamilton Spectator announcing upcoming shows and offering discount for a limited time on subscriptions to the Monthly calendar mailing list, he said that there had

been a fairly good response so far. Alderman Hinkley said that Hamilton Place advertisements were very good and always stand out. He would like to see a special ad once in a while featuring all three HECFI facilities side by side and showing shows and events at each.

5. Report - Assistant Director

5.1 Update on Capital and Maintenance Projects

The Assistant Director's report referred to the Proposal Call for a marquee which had a response of eight potential vendors. The City's Building Department, the Traffic Department and the Real Estate Department will have to give this project their consideration. Another consideration will be that there will have to be a removal of some trees if the sign is to have maximum effect on potential patrons.

With regard to the Studio Theatre Floor Refurbishing and Insulation, the insulation has been completed for some time and refurbishing has just been completed. However, we are not satisfied with what the contractor has done with the floor and he has been told that it will have to be redone.

5.2 School Programming - Studio Theatre

School programming for 1987/88 is being planned and potential sources of funding examined. The 1986/87 season, which is the fourth year of programming for elementary students from the Hamilton Public and Separate School Boards, Wentworth County and Halton School Boards saw attendance of over 12,000 students at 77 performances by 13 companies.

Students are charged \$2.50 and \$3.00 with transportation as an additional cost. While certain shows have shown a profit, others have not with the net result of a deficit of \$9,983.07. However, steps are being taken to offset future costs by obtaining support from the Ministry of Citizenship and Culture through its Class Connections Programme as well as assistance from the area Boards of Education along with corporate sponsorship.

5.3 Tenants' Office Leases - Real Estate Tax

The Committee considered a report describing the current status of Tenants' leases, the estimated Real Estate Tax which must be paid the City for the first time in 1988 and discussed alternative means of dealing with the increased cost for Hamilton Place and/or Tenants.

Following discussion, Senior Management was instructed to present a recommendation to the next meeting of the Hamilton Place Committee.

7. Director of Marketing Report

No report as the Director was not present.

7. Director of Finance & Administration - Report

The Director of Finance & Administration presented the Summarized Consolidated Operating Statement as at May 31, 1987.

8. New Business

The Director informed the Committee of a request to rent Hamilton Place by an outside promoter for a presentation of THE CHIPPENDALES on July 27, 1987 and requested the Directors' comments and advice. He reported that the show may receive some adverse reaction from members of the public. It has been presented by publicly funded theatres in the West without problems. Net revenue to Hamilton Place: \$3,000 - \$5,500 on a straight rental basis.

By consensus of the Committee, there was no objection to the booking if advertising clearly indicates the kind of show it is.

9. Other Business

10. Correspondence

Copies of several letters of commendation for our staff were circulated to the Committee.

11. Date of Next Meeting

Thursday, June 30 at 8:30 a.m. in the Hamilton Place Board Room

12. Adjournment

MOVED by Alderman Hinkley, seconded by Alderman Wheeler

THAT THE REGULAR SESSION BE ADJOURNED AT 11:15 A.M.

MOTION CARRIED

David M. Hector, Chairman

Jean Faris, Secretary

5.4 Audit & Finance Committee Seventh Report



REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE AUDIT/FINANCE COMMITTEE
MEETING OF JULY 28, 1987

The Audit/Finance Committee presents its SEVENTH Report and respectfully recommends:

1. HECFI and CUP Unaudited Operating Results for
the Six Month Period Ended June 30, 1987

- a) That the HECFI and CUP Unaudited Operating Results for the Six Month Period Ended June 30, 1987 be forwarded to the next City's Executive Committee for their information;
- b) That Mr. Brian K. Conacher, Managing Director/CEO, together with Mr. John A. Leuser, Director of Finance and Administration and Mr. John T. Crane, Director of Copps Coliseum attend at the next Executive Committee Meeting of August 20, 1987 to be made available to answer questions in respect of the above;
- c) That thereafter, a quarterly information report respecting significant activities, financial and otherwise, affecting the operation of HECFI and CUP be reviewed and approved by the HECFI Board for submission to the City's Executive Committee for information including the attendance of HECFI's management team to answer questions.

2. Financial Analysis of Special Events Subsidy Fund

That the Financial Analysis of the Special Events Subsidy Fund as at June 30, 1987 (attached as Schedule "A" for your information) be forwarded to the City's Executive Committee for their information.

3. HECFI Special Events Subsidy Fund Application -
Ye Bonnie Doon Burns Club - January 23, 1988

That up to \$10,000 be expended from the HECFI Special Events Subsidy Fund for a banquet for the Burns Convention Delegates to be held in July, 1988.

Note: The HECFI Special Events Subsidy Fund Application Form is attached as Schedule "B".

4. Copps Coliseum Committee -
Central Utilities Plant - Supply and Install
Three Wet Decks - Marley Canadian Inc.

- (a) That the tender received from Marley Canadian Inc. in the total amount of \$21,404.28 for the replacement of three (3) wet decks at the Central Utilities Plant be accepted; and
- (b) That this purchase be financed from work-in-progress expenditure account number 0408-K72941, Various Capital Replacements & Revisions - C.U.P.

Note: For the information of the Members of the Board, recommendation (a) above was approved by the Copps Coliseum Committee at its meeting on July 22, 1987. It was the lowest of three (3) quotations received.

5. Hamilton Convention Centre Committee -
Kitchen Expansion

That the original architect, Mr. Trevor Garwood-Jones, be requested to advise whether the wall alterations to the kitchen in the Convention Centre would be compatible with the construction of the building and also to provide an estimated cost of producing a plan to incorporate the required additions and structural alterations.

Note: For the information of the Members of the Board, this recommendation was approved by the Hamilton Convention Centre Committee at its meeting on July 24, 1987.

6. Hamilton Place - Tenants' Office Leases - Real Estate Tax

That tenants be informed of a change in City policy relating to treatment of real estate taxes in City owned facilities; that taxes are to be paid in 1987 without benefit of a corresponding grant to Hamilton Place; that, in recognition of tenants' need for long term planning and necessary advance submission of grant requests to municipal, provincial and federal agencies - Hamilton Place will phase in the incremental cost of taxes which must be paid in full by the tenant in fiscal 1989.

Hamilton Place will not increase the square footage rate (\$8.50) for space, heat, light, power and cleaning in 1988 and will absorb 50% of the cost of real estate taxes payable to the City. A one-year lease is recommended.

In 1989, the tenants will be billed their pro-rata share of real estate taxes at 100%. Consideration may be given to increasing the term of leases to 2 or more years.

Note: For the information of the Members of the Board, the above recommendation was approved at the Hamilton Place Committee meeting of July 23, 1987.

7. Hamilton Place - Window Cleaning

- a) That Hamilton Place retain the services of Skylight Window Cleaning of Hamilton initially to December 31, 1987 at \$3,598.16 with an option for an additional four years to the end of 1991 at \$19,473.70;
- b) That the cost of cleaning services be financed through the budgetary allocation contained in the 1987 budget under account No. 8350-10-17.

Note: For the information of the Members of the Board, the above recommendation was approved at the Hamilton Place Committee meeting of July 23, 1987. Two quotations were received on this item.

The following are items for information only:

1. HECFI Consolidated Unaudited Operating Results for the Six Month Period Ended June 30, 1987

Attached as Schedule "C".

2. CUP Unaudited Operating Results for the Six Month Period Ended June 30, 1987

Attached as Schedule "D".

3. Director of Finance and Administration's Report

An overview is attached as Schedule "E".

RESPECTFULLY SUBMITTED

"W. H. McFarland" / per gm

W. H. MCFARLAND, CHAIRMAN
AUDIT/FINANCE COMMITTEE

J Mills
Joan M. Mills, Secretary
Audit/Finance Committee

**Entertainment
and Convention
Facilities Inc.**

Schedule "A" referred to
in Section 2 of the SEVENTH
Report of the Audit/Finance
Committee Meeting of July
28, 1987.

John A. Leuser, Director of Finance
and Administration

DATE July 22, 1987

Name & Title

FOR ACTION ☐

FOR INFORMATION ☒

File No. _____

TO: BOARD ☐

(OR)

AUDIT/FINANCE

Committee

☒

SUBJECT

Financial Analysis of Special Events Subsidy Fund

COMMENTS

Attached for your information is a financial analysis of the Special Events Subsidy Fund. The Committee should note that only \$33,641.72 is estimated at this time to be available for providing subsidies. Additional funds may become available if the \$50,000 contingency estimate for parking subsidies for the remainder of 1987 is not fully required.

The \$50,000 contingency estimate for parking subsidies was calculated based on quantifying all outstanding commitments made by Marketing for 1987.

John A. Leuser
John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm
attach.



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FINANCIAL ANALYSIS OF
SPECIAL EVENTS SUBSIDY FUND

Balance at January 1, 1987

\$182,139.45

Less Following Charges/Commitments:

Operating Supplies:

- Purchase of a stock of \$10,000 Complimentary Parking Passes	\$ 530.08	\$ 530.08
--	-----------	-----------

Parking Fee Reductions
for Visitors:

Estimated Breakdown:

- Jan./87 - Mission Advance	313.25	
- Jan.&Feb./87 - Canadian Institute of Traffic and Transportation	81.00	
- March/87 - Home Builders Convention Committee	338.30	
- March/87 - Ontario English Catholic Teachers Assoc.	3,489.10	
- April/87 - Wintario	76.60	
- April/87 - Technology '87	2,144.05	
- April/87 - Ontario Separate School Trustees Technology	2,100.25	
- April/87 - Ontario Hooking Craft	673.45	
- May/87 - Canadian Institute of Food Science	4,836.20	
- May/87 - The Ontario Municipal Recreation Assoc.	967.25	
- May/87 - Municipal Electrical Association	1,450.85	
- May-June/87 - Canadian Association of Community Colleges	3,278.80	
- June/87 - Toastmasters International	3,278.80	
- June/87 - Canadian Association of Equipment Distributors	2,185.90	
- June/87 - Canadian Society of Laboratory Technologists (further billing outstanding)	8,197.05	
- June/87 - Radio and Television News Directors Association	683.10	
		\$34,093.95

Rental Subsidies:

- Copps Coliseum		
Apr.11/87 - Hamilton Minor Hockey Championships	6,000.00	
Apr.18/87 - Ringette Tournament	6,000.00	
 - Hamilton Convention Centre		
June 20-26/87 - Canadian Society of Laboratory Technologists	<u>7,500.00</u>	\$19,500.00

Event Charge Subsidies:

- Copps Coliseum		
Apr.18/87 - Ringette Tournament	<u>373.70</u>	373.70

Commitments:

- Copps Coliseum		
Aug. 7/87 - Canusa Games Ceremonies (estimate)	8,000.00	
Sept.5/87 - Canada Cup '87 Civic Dinner		
Funding not to exceed	<u>\$36,000.00</u>	\$44,000.00

Contingency:

For Parking Fee Reductions for Visitors -		
For the Remainder of 1987 (Estimate)	<u>\$50,000.00</u>	

Total charges/commitments/contingency	<u>\$148,497.73</u>
Balance at June 30, 1987	<u>\$ 33,641.72</u>

John A. Leuser
John A. Leuser, C.A.
Director of Finance
and Administration

July 22, 1987

28

General Information

1. Name of the person
2. Date of birth
3. Place of birth

4. Education
5. Occupation

6. Address

7. Telephone
8. E-mail

9. Signature

10. Date
11. Place
12. Initials

13. Remarks

14. Date of entry
15. Date of exit

16. Date of departure

17. Date of return

18. Date of arrival

19. Date of departure

20. Date of return



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "B" referred to
in Section 3 of the SEVENTH
Report of the Audit/Finance
Committee Meeting of
July 28, 1987.

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must** be approved/rejected by the HECFI Board of Directors **prior to the event actually taking place.**
- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

April, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** YE BONNIE DOON BURNS CLUB
2. **EVENT DATE(S):** January 23, 1988
3. **FACILITY(IES):** HAMILTON CONVENTION CENTRE
4. **HECFI MANAGEMENT RECOMMENDATION:**

That up to \$10,000 be expended for a banquet for the Burns Convention Delegates in July, 1988.

Date: July 21, 1987

5. HECFI AUDIT & FINANCE COMMITTEE RECOMMENDATION:

THAT UP TO \$10,000 BE EXPENDED FROM THE HECFI SPECIAL EVENTS
SUBSIDY FUND FOR A BANQUET FOR THE BURNS CONVENTION DELEGATES
TO BE HELD IN JULY, 1988.

Date: July 28, 1987

6. HECFI BOARD OF DIRECTORS RECOMMENDATION:

Date: _____, 19__

7. PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:

YE BONNIE DOON BURNS CLUB

Full Legal Name Required of Person(s)/Organization(s)

Address: 82 Sherman Avenue North

Hamilton, Ontario

L8L 6M4

527-2715/Bus.529-4055

Postal Code

Telephone Number

Contact Person(s): John Little

Postal Code

Telephone Number

8. HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?



yes



no

*If YES it should be attached hereto.

9. IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?

Organization has been promised banquet.

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- IS THE ORGANIZATION PROFIT ORIENTED?

☐☐

yes

no

- IS THE ORGANIZATION NON-PROFIT?

☒☐

yes

no

- IS THE ORGANIZATION CHARITABLE?

☐☐

yes

no

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

To promote the works of Scotland's immortal Bard, Robert Burns, at the local, national and international levels.

12. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
John Little	82 Sherman Avenue North Hamilton, Ontario	527-2715

13. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

International Convention of Robert Burns Societies

14. HOW MANY PEOPLE WILL ATTEND THE EVENT?

500

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER
HAMILTON? 480

15. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

- (1) \$220,000 in direct spending;
- (2) Hamilton will be advertised internationally.

16. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

Yes ☐

No ☒

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes ☐

No ☒

17. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

Yes ☐

No ☒

If YES, give explanation:

18. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

480 people x 3 days x \$115 + = \$220,800

19. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

International exposure - delegates from U.S. and Europe.

20. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

None.

21. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes ☐ No ☒

If "YES", what is the dollar amount? - \$ _____

22. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
\$ 10,000.00

23. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS
THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST
REVENUE? - \$ 10,000.00

24. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD
RECOMMEND, IF ANY?

\$10,000.00

25. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes ☐

No ☒

26. HECFI MANAGEMENT APPROVALS:

Facility Director - [Signature] Date: July 22, 1987

Facility Director - _____ Date: _____

Facility Director - _____ Date: _____

Director of Finance & Administration - John A. Leusen Date: July 22, 1987

Managing Director/CEO - [Signature] Date: July 22/87

*Check box if support documentation attached -

April, 1987

Schedule "C" referred to
in **Section 1**, Information
Items, of the **SEVENTH** Report
of the Audit/Finance
Committee Meeting of
July 28, 1987.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE

SIX MONTH PERIOD ENDED JUNE 30, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

FROM John A. Leuser, Director of Finance DATE July 20, 1987
and Administration
Name & Title

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: **B O A R D** ☐ (OR) _____ ALL ☒
Committee

Subject

Consolidated Unaudited Operating Results for HECFI for the Six Month Period Ended June 30, 1987.

Comments

HECFI - Consolidated

HECFI's budgetary surpluses for the month and six month period ended June 30, 1987 were \$57,041 and \$502,778, respectively.

An analysis of the budgetary surpluses (deficits) by facility/division is as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For The Month Of June 1987</u>	<u>For The Six Month Period Ended June 30, 1987</u>
Hamilton Convention Centre	\$ 58,757	\$173,852
Hamilton Place	32,990	(26,302)
Copps Coliseum	(21,907)	170,581
Corporate	(12,799)	184,647
HECFI Total	<u>\$ 57,041</u>	<u>\$502,778</u>

An analysis of HECFI's revenue performance for the month and six month period in relation to the budget and the prior year by facility/division is summarized in the following four tables:

	<u>A Comparison Of Actual With Budgeted Revenue For The Month Of June, 1987</u>		<u>Increase (Decrease) Over Budget</u>	
	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$330,717	\$247,553	\$ 83,164	33.6%
Hamilton Place	310,024	132,918	177,106	133.2%
Copps Coliseum	4,036	84,250	(80,214)	(95.2%)
Corporate	25,287	32,104	(6,817)	(21.2%)
HECFI Total	<u>\$670,064</u>	<u>\$496,825</u>	<u>\$173,239</u>	<u>34.9%</u>

A Comparison Of 1987
Actual With 1986
Actual Revenue For
The Month Of June

Increase
(Decrease)
Over 1986

	<u>1987</u>	<u>1986</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$330,717	\$194,930	\$135,787	69.7%
Hamilton Place	310,024	157,810	152,214	96.5%
Copps Coliseum	4,036	36,080	(32,044)	(88.8%)
Corporate	25,287	24,809	478	1.9%
HECFI Total	<u>\$670,064</u>	<u>\$413,629</u>	<u>\$256,435</u>	<u>62.0%</u>

A Comparison Of Actual
With Budgeted Revenue
For The Six Month Period
Ended June 30, 1987

Increase
(Decrease)
Over Budget

	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$1,368,151	\$1,145,573	\$222,578	19.4%
Hamilton Place	1,037,820	894,695	143,125	16.0%
Copps Coliseum	717,672	714,178	3,494	0.5%
Corporate	249,794	224,193	25,601	11.4%
HECFI Total	<u>\$3,373,437</u>	<u>\$2,978,639</u>	<u>\$394,798</u>	<u>13.3%</u>

A Comparison Of 1987
Actual With 1986 Actual
Revenue For The Six Month
Period Ended June 30

Increase
(Decrease)
Over 1986

	<u>1987</u>	<u>1986</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$1,368,151	\$1,132,114	\$ 236,037	20.8%
Hamilton Place	1,037,820	784,776	253,044	32.2%
Copps Coliseum	717,672	832,048	(114,376)	(13.7%)
Corporate	249,794	236,420	13,374	5.7%
HECFI Total	<u>\$3,373,437</u>	<u>\$2,985,358</u>	<u>\$ 388,079</u>	<u>13.0%</u>

Hamilton Convention Centre

The Convention Centre realized for the month of June and the six month period ended June 30, 1987 budgetary surpluses of approximately \$58,757 and \$173,852, respectively.

The budgetary surpluses arose as a result of a combination of expenditures being controlled while revenue for the month and six month period exceeded budget by \$83,164 or 33.6% and \$222,578 or 19.4%, respectively.

The month of June, 1987, was the best revenue month ever for the Hamilton Convention Centre with revenue of \$330,717 being realized. Similarly, revenue of \$1,368,151 for the first six months of 1987 was the best ever for the Hamilton Convention Centre for this period of time.

The revenue results for the month of June and the six month period ended June 30 exceeded the amounts achieved for the corresponding periods in 1986 by \$135,787 or 69.7% and \$236,037 or 20.8%, respectively.

It should also be noted that for the fourth month in a row, the Convention Centre realized an excess of revenue over expenditures for the month. The excess for the month of June, 1987 was \$56,144 which resulted in a year-to-date excess of \$37,516.

Hamilton Place

For the month of June and the six month period ended June 30, 1987, Hamilton Place realized budgetary surpluses (deficits) of approximately \$32,990 and \$(26,302), respectively.

A surplus of \$32,990 was realized for the month of June due to the high level of activity (number of performances) during the month.

The budgetary deficit of \$26,302 for the first six months of 1987 arose from losses incurred on a number of promotional/co-promotional events in the Great Hall and losses incurred on student programming in the Studio Theatre.

Copps Coliseum

Copps Coliseum realized for the month of June and the six month period ended June 30, 1987 budgetary surpluses (deficits) of approximately \$(21,907) and \$170,581, respectively.

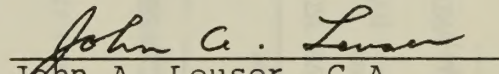
The budgetary deficit of \$21,907 for the month of June occurred due to the shutdown of Copps Coliseum to replace the rink floor which resulted in a revenue shortfall of \$80,214 or 95.2% for the month.

The budgetary surplus of \$170,581 arose primarily as a result of expenditures being under-budget by \$167,087 or 19.3%.

Corporate

For the month of June and the six month period ended June 30, 1987, the Corporate Department realized budgetary surpluses (deficits) of approximately \$(12,799) and \$184,647, respectively.

The surplus of \$184,647 for the six month period arose primarily from below budget Marketing expenditures and a year-to-date surplus of \$41,734 from the Box Office Operation. The surplus from the Box Office Operation declined \$4,392 in the month of June due primarily to the shutdown of Copps Coliseum.


John A. Leuser, C.A.
Director of Finance
and Administration

attach.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT JUNE 30, 1987

ASSETS		LIABILITIES AND RESERVES	
CURRENT		CURRENT	
CASH	\$16,500	ACCOUNTS PAYABLE AND ACCRUALS	\$333,100
ACCOUNTS RECEIVABLE	\$735,800	ADVANCE TICKET SALES AND DEPOSITS	\$771,900
PREPAIDS	\$14,600	UNREDEEMED GIFT CERTIFICATES	\$90,300
INVENTORIES	\$64,400	TOTAL CURRENT LIABILITIES	\$1,195,300
DUE FROM CITY OF HAMILTON	\$409,000	RESERVES	\$45,000
TOTAL ASSETS	\$1,240,300	TOTAL LIABILITIES AND RESERVES	\$1,240,300

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CONVENTION CENTRE			HAMILTON PLACE		CORPS COLISEUM		CORPORATE (COMMON TO THREE FACILITIES)		CONSOLIDATED			
	The Six Month Period Ended June 30 1987		The Six Month Period Ended June 30 1987		The Six Month Period Ended June 30 1987		The Six Month Period Ended June 30 1987		The Six Month Period Ended June 30 1987		Annual Budget For 1987	% of 1987 Annual Budget Spent or Achieved	The Six Month Period Ended June 30 1986
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			
Revenue	\$1,145,573	\$1,368,151	\$894,695	\$1,037,820	\$714,178	\$717,672	\$224,193	\$249,794	\$2,978,639	\$3,373,437	\$6,153,110	54.8%	\$2,985,358
Expenditures	\$1,281,909	\$1,330,635	\$1,140,646	\$1,310,073	\$865,293	\$698,206	\$994,317	\$835,271	\$4,282,165	\$4,174,185	\$8,689,070	48.0%	\$3,688,232
Excess of Expenditures Over Revenue													
From Operations	\$136,336	(\$37,516)	\$245,951	\$272,253	\$151,115	(\$19,466)	\$770,124	\$585,477	\$1,303,526	\$800,748	\$2,535,960	31.6%	\$702,874
Contribution from the City of Hamilton	\$136,336	\$136,336	\$245,951	\$245,951	\$151,115	\$151,115	\$770,124	\$770,124	\$1,303,526	\$1,303,526	\$2,535,960	(1)	\$1,173,570
Budgetary Surplus(Deficit) @ June 30		\$173,852		(\$26,302)		\$170,581		\$184,647		\$502,778			\$470,696
LESS Budgetary Surplus(Deficit) @ May 31		\$115,095		(\$59,292)		\$192,488		\$197,446		\$445,737			\$385,839
Budgetary Surplus Increase(Decrease) Over Previous Month		\$58,757		\$32,990		(\$21,907)		(\$12,799)		\$57,041			\$84,857

(1) Includes the 1986 operating surplus of \$139,000 carried forward to 1987

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For			Actual Operating Results For			Actual Operating Results For
	The Month of June 1987	The Six Month Period Ended June 30 1987	The Month of June 1987	The Six Month Period Ended June 30 1987	Percentage of Total 1987 Annual Budget Spent or Achieved	The Six Month Period Ended June 30 1986	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
RENTALS AND LICENCE FEES	\$363,220	\$37,870	\$177,385	\$36,534	\$218,947	60.3%	\$172,643
OTHER RENTALS	\$3,380	\$349	\$1,650	\$725	\$4,874	144.2%	\$1,050
FOOD AND BEVERAGE SALES	\$1,875,300	\$198,782	\$913,937	\$277,654	\$1,072,571	57.2%	\$903,479
RECOVERIES	\$70,500	\$7,473	\$34,368	\$13,381	\$54,055	76.7%	\$36,254
OTHER REVENUE	\$37,600	\$3,079	\$18,233	\$2,423	\$17,704	47.1%	\$18,688
	\$2,350,000	\$247,553	\$1,145,573	\$330,717	\$1,368,151	58.2%	\$1,132,114
EXPENDITURES							
ADMINISTRATION	\$319,610	\$28,320	\$160,130	\$27,823	\$155,360	48.6%	\$141,542
BUILDING MAINTENANCE	\$349,730	\$30,315	\$173,125	\$23,708	\$173,173	49.5%	\$154,548
OPERATIONS	\$89,330	\$8,589	\$44,141	\$8,688	\$44,972	50.3%	\$38,998
SECURITY	\$98,000	\$9,000	\$49,100	\$11,549	\$49,339	50.3%	\$45,754
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	\$114,980	\$10,063	\$57,769	\$8,364	\$52,303	45.5%	\$47,567
FOOD AND BEVERAGE - KITCHEN	\$760,190	\$77,033	\$373,290	\$97,379	\$417,970	55.0%	\$367,281
FOOD AND BEVERAGE - BANQUET	\$869,330	\$86,846	\$424,354	\$97,062	\$432,899	49.8%	\$386,495
MAGNAB ARMS	\$0	\$0	\$0	\$0	\$4,619	0.0%	\$0
	\$2,601,170	\$250,166	\$1,281,909	\$274,573	\$1,330,635	51.2%	\$1,182,185
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$251,170	\$2,613	\$136,336	(\$56,144)	(\$37,516)	0.0%	\$50,071

NOTE: The revenue and expenditures detail on the above balance is subject to audit.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON PLACE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For			Actual Operating Results For		Actual Operating Results For
	The Month of June 1987	The Six Month Period Ended June 30 1987	The Month of June 1987	The Six Month Period Ended June 30 1987	Percentage of Total 1987 Annual Budget Spent or Achieved	
Annual 1987 Budget	(1)	(2)	(3)	(4)	(5)	(7)
REVENUE:						
RENTALS, LICENCE FEES AND SHOW REVENUE - GREAT HALL	\$342,000	\$29,100	\$189,650	\$21,895	\$106,817	\$105,687
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	\$67,330	\$2,000	\$42,330	\$1,765	\$23,472	\$33,094
OTHER RENTALS	\$64,130	\$5,347	\$32,065	\$9,717	\$35,588	\$31,162
FOOD AND BEVERAGE SALES	\$188,000	\$15,980	\$104,152	\$23,310	\$75,769	\$82,373
RECOVERIES	\$1,058,450	\$74,484	\$483,040	\$245,316	\$761,491	\$484,936
OTHER REVENUE	\$91,420	\$6,007	\$43,458	\$8,021	\$34,683	\$47,524
	\$1,811,330	\$132,918	\$894,695	\$310,024	\$1,037,820	\$784,776
EXPENDITURES - 8350						
01 ADMINISTRATION	\$403,360	\$46,165	\$212,360	\$47,033	\$202,621	\$189,898
MAINTENANCE	\$270,300	\$22,612	\$134,425	\$19,294	\$126,879	\$109,554
MEETING ROOMS	\$4,800	\$402	\$2,400	\$90	\$1,748	\$1,836
FRONT OF HOUSE	\$147,800	\$10,584	\$74,195	\$14,175	\$58,095	\$59,310
OPERATION - SPECIFIC SHOW EXPENSES	\$869,090	\$58,993	\$373,895	\$216,401	\$637,172	\$394,942
SECURITY	\$59,890	\$5,163	\$29,790	\$4,811	\$27,916	\$26,458
STAGE - PROPERTY	\$328,970	\$29,240	\$164,485	\$23,673	\$145,722	\$129,863
SHOW PROMOTIONS	\$130,800	\$10,901	\$68,000	\$75	\$56,982	\$61,945
BEVERAGE AND CATERING SERVICE	\$146,300	\$12,434	\$81,096	\$15,058	\$52,938	\$56,846
	\$2,361,310	\$196,494	\$1,140,646	\$340,610	\$1,310,073	\$1,030,652
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:	\$549,980	\$63,576	\$245,951	\$30,586	\$272,253	\$245,876

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

COPPS COLISEUM

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For
	The Month of June 1987	The Six Month Period Ended June 30 1987	The Month of June 1987	The Six Month Period Ended June 30 1987		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE - 8306						
RENTAL, LICENCE FEES AND SHOW REVENUES	\$733,680	\$343,000	\$0	\$360,152	49.1%	\$456,970
OTHER RENTALS	\$119,000	\$11,200	\$0	\$10,293	8.6%	\$14,462
FOOD AND BEVERAGE CONCESSIONS	\$220,000	\$101,500	\$0	\$154,552	70.3%	\$130,918
RECOVERIES	\$466,100	\$246,602	\$3,880	\$179,017	38.4%	\$217,664
OTHER REVENUE	\$26,000	\$11,876	\$156	\$13,658	52.5%	\$12,034
	\$1,564,780	\$714,178	\$4,036	\$717,672	45.9%	\$832,048
EXPENDITURES						
ADMINISTRATION	\$341,880	\$170,940	\$25,010	\$161,528	47.2%	\$153,195
MAINTENANCE	\$585,100	\$284,450	\$24,914	\$220,000	37.6%	\$183,919
EVENT PLANNING/OPERATIONS	\$521,630	\$258,781	\$19,151	\$183,223	35.1%	\$244,753
IATSE PAYROLL	\$88,100	\$58,732	\$3,257	\$47,106	53.5%	\$4,265
SECURITY	\$190,360	\$92,390	\$8,361	\$86,349	45.4%	\$104,659
	\$1,727,070	\$865,293	\$80,693	\$698,206	40.4%	\$690,791
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$162,290	\$151,115	\$76,657	(\$19,466)	0.0%	(\$141,257)

NOTE: The revenue and expenditure detail on the above balance is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

HECFI - CORPORATE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For
	The Month of June 1987	The Six Month Period Ended June 30 1987	The Month of June 1987	The Six Month Period Ended June 30 1987		
	(1)	(2)	(3)	(4)	(5)	(6)
						(7)
REVENUE						
BOX OFFICE REVENUE	\$366,000	\$27,020	\$193,693	\$20,287	\$218,794	59.8% \$200,420
OTHER REVENUE	\$61,000	\$5,084	\$30,500	\$5,000	\$31,000	50.8% \$36,000
	\$427,000	\$32,104	\$224,193	\$25,287	\$249,794	58.5% \$236,420
EXPENDITURES - 8330						
01 ADMINISTRATION	\$661,060	\$59,076	\$330,530	\$58,025	\$335,459	50.7% \$319,275
MARKETING	\$946,410	\$84,474	\$461,151	\$93,848	\$313,809	33.2% \$310,241
BOX OFFICE	\$392,050	\$32,682	\$202,636	\$30,341	\$186,003	47.4% \$155,088
	\$1,999,520	\$176,232	\$994,317	\$182,214	\$835,271	41.8% \$784,604
EXCESS OF EXPENDITURES OVER REVENUES						
FROM OPERATIONS	\$1,572,520	\$144,128	\$770,124	\$156,927	\$585,477	37.2% \$548,184

NOTE: The revenue and expenditure detail on the above balances is available upon request.

Schedule "D" referred to
in **Section 2**, Information
Items, of the **SEVENTH**
Report of the Audit/Finance
Committee Meeting of July 28/87.

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE SIX MONTH

PERIOD ENDED JUNE 30, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

John A. Leuser, Director of Finance
and Administration

FROM _____ DATE July 17, 1987

Name & Title

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: **B O A R D** ☐ (OR) COPPS COLISEUM and AUDIT/FINANCE ☒
Committee

SUBJECT

Unaudited Operating Results for the Central Utilities Plant (C.U.P.) for the Six Month Period Ended June 30, 1987.

COMMENTS

Attached for your information are the unaudited operating results for the C.U.P. for the six month period ended June 30, 1987. You'll note that a budgetary surplus of \$17,237 was realized for the month of June, 1987, which increased the C.U.P.'s budgetary surplus for the six month period to a level of \$203,185 at June 30, 1987.

The largest single factor contributing towards the budgetary surplus of \$203,185 for the six month period was \$104,669 in below budget energy costs, net of recoveries.

The financial performance of the C.U.P. for the six month period in 1987 also compares most favorably with that of 1986 since total expenditures net of recoveries for 1987 are \$198,023 or 15.6% under that incurred for the comparable period in 1986.

John A. Leuser
John A. Leuser, C.A.
Director of Finance and
Administration

attach.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT
SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For
	The Month of June 1987	The Six Month Period Ended June 30 1987	The Month of June 1987	The Six Month Period Ended June 30 1987		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
OPERATIONS	\$750,590	\$375,295	\$59,427	\$354,956	47.3%	\$282,382
RECOVERY FROM USERS	(\$551,240)	(\$296,083)	(\$44,928)	(\$274,909)	49.9%	(\$258,714)
MAINTENANCE	\$466,570	\$233,285	\$33,124	\$182,909	39.2%	\$275,837
CITY HALL	\$220,500	\$98,098	\$19,289	\$101,020	45.8%	\$124,996
HAMILTON CENTRAL LIBRARY	\$264,380	\$138,769	\$17,272	\$111,713	42.3%	\$137,732
HAMILTON FARMERS MARKET	\$35,000	\$18,423	\$2,301	\$16,240	46.4%	\$18,492
HAMILTON CONVENTION CENTRE	\$229,570	\$2,441	\$18,806	\$127,339	55.5%	\$132,758
HAMILTON PLACE	\$260,000	\$14,351	\$16,785	\$117,470	45.2%	\$160,177
COPPS COLISEUM	\$353,640	\$13,468	\$16,785	\$117,470	45.2%	\$160,177
PEDESTRIAN ARCADE/OVERPASS	\$49,050	\$16,584	\$12,735	\$124,648	35.2%	\$170,517
ONTARIO GOVERNMENT BUILDING	\$206,100	\$3,755	\$2,763	\$20,660	42.1%	\$17,152
PARKING AUTHORITY - UNDERGROUND	\$87,110	\$13,625	\$16,300	\$94,570	45.9%	\$100,456
ART GALLERY	\$118,000	\$5,500	\$5,264	\$44,314	50.9%	\$52,850
		\$8,881	\$8,515	\$49,834	42.2%	\$54,152
EXPENDITURES TOTAL	\$2,489,270	\$184,890	\$167,653	\$1,070,764	43.0%	\$1,268,787
MUNICIPAL CONTRIBUTION	\$2,489,270	\$184,890	\$184,890	\$1,273,949	51.2%	\$1,307,500
BUDGETARY SURPLUS (DEFICIT)	\$0	\$0	\$17,237	\$203,185	-	\$38,713

NOTE: The revenue and expenditure detail on the above balances is available upon request.



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "E" referred to
in Section 3, Information
Items, of the SEVENTH
Report of the Audit/Finance
Committee Meeting of
July 28, 1987.

**Report to the Audit/Finance Committee
from the Director of Finance and Administration**

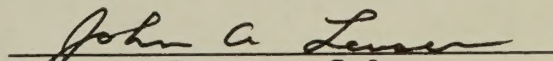
We had a junior accounting clerk leave us in July. Her reason for leaving was for health reasons. Since March, we have had 3 staff persons leave in my Department. This unexpected turnover has been very disruptive in my Department. As a result, various functions have had to be realigned to cope with this situation.

We anticipate 30 to 35 appeals or 43 - 50% of HECFI's total staff. In my Department alone, I anticipate 11 or 12 appeals out of a total of 16 staff persons or 69 - 75% of my total staff. The appeals will be on a classification basis rather than slotting within a salary range.

The City of Hamilton has finalized their selection of hardware and software. The City has adopted HECFI's hardware and software:

- IBM Compatible Micro-computers
- Lotus
- Word Perfect
- D. Base III

In addition to the above software packages, we use HAL in conjunction with Lotus for our financial statements.


John A. Leuser, C.A.
Director of Finance
and Administration

July 28, 1987

5.4.1 Audit & Finance Committee Minutes of
June 29, 1987

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

AUDIT & FINANCE COMMITTEE

June 29, 1987
12:00 Noon
Copps Coliseum Board Room

REGULAR SESSION

PRESENT: Mr. W. McFarland, Chairman
Ald. B. Hinkley, Committee Member
and Chairman of HECFI Board
Mr. N. Levitt, Committee Member

ALSO

PRESENT: Mr. B. Conacher, Managing Director/
Chief Executive Officer, HECFI
Mr. J. A. Leuser, Director of Finance
and Administration, HECFI
Mr. J. Crane, Director of
Hamilton Place
Mr. W. Penfold, Director of
Hamilton Convention Centre
Mr. T. Burrows, Director of
Hamilton Place
Joan Mills, Committee Secretary

REGRETS: Dr. C. Bart, Vice-Chairman
Mr. S. Cino, Committee Member
Mr. D. Hector, Committee Member
Mr. F. Bogden, Director of Marketing

1. Chairman's Remarks and Motion to Move In-Camera

The Chairman welcomed everyone present and the meeting was called to order, commencing at 12:15 p.m. The Committee wished to address the In-Camera Agenda at this time and it was

MOVED by Alderman Hinkley, seconded by Mr. Levitt

THAT THE IN-CAMERA SESSION BE CONVENED. (12:15 p.m.)

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

1. THAT THE INITIAL SLOTTINGS INCLUDING MERIT INCREASES, WHERE APPLICABLE BETWEEN JANUARY 1-JUNE 30, 1987 FOR PAY GRADES 1 - 18 OF THE HECFI COMPENSATION PLAN, BE APPROVED.

2. THAT THE INITIAL SLOTTINGS INCLUDING MERIT INCREASES, WHERE APPLICABLE FOR 1987 FOR PAY GRADES 19 AND 20 OF THE HECFI COMPENSATION PLAN, BE APPROVED.
3. THAT IN FUTURE, THE MERIT INCREASES FOR PAY GRADES 1 - 20 BE DEALT WITH AND APPROVED BY MANAGEMENT; AND
4. THAT MANAGEMENT DETERMINE THE AMOUNT OF A MERIT INCREASE PROVIDED TO AN EMPLOYEE BY THE LEVEL OF THE EMPLOYEE'S PERFORMANCE USING THE FOLLOWING CRITERIA:

<u>LEVELS OF PERFORMANCE</u>	<u>% OF MERIT INCREASE GRANTED</u>
UNSATISFACTORY	0%
SATISFACTORY	2%
PERFORMING WELL	3.5%
EXCEPTIONAL	4.25%

5. THAT IMMEDIATE ACTION BE TAKEN TO HIRE A PERMANENT SALES EXECUTIVE AT SALARY CLASSIFICATION 11 - \$24,349 - \$28,633 TO REPLACE MS. P. MORGAN (WHO IS NOW ON MATERNITY LEAVE).

NOTE: UPON EMPLOYMENT, THE PERSON HIRED WILL BE ASSIGNED TO LOCAL BUSINESS AND THEN BE MOVED TO THE CORPORATE SECTION IN OCTOBER WHEN MS. MORGAN RETURNS. THIS NEW POSITION WAS PROVIDED FOR IN THE 1987 OPERATING BUDGET.

MOTIONS CARRIED.

2. Motion to Move Out of In-Camera

It was

MOVED by Mr. Levitt, seconded by Alderman Hinkley

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED.

MOTION CARRIED.

3. Minutes of Previous Meeting

Alderman Hinkley took the chair for this motion and it was

MOVED by Mr. McFarland, seconded by Mr. Levitt

THAT THE JUNE 2, 1987 REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

Mr. McFarland resumed the chair.

4. Consolidated Unaudited Operating Results
for HECFI for the Five Month Period
Ended May 31, 1987

The Committee reviewed the Director of Finance and Administration's report on the unaudited operating results of HECFI for the five month period ended May 31, 1987. It was noted that HECFI's budgetary surpluses for the month and five month period were \$118,145 and \$445,737, respectively.

The detail comprising these figures was as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For The Month of May 1987</u>	<u>For The Five Month Period Ended May 31, 1987</u>
Hamilton Convention Centre	\$ 15,856	\$115,095
Hamilton Place	\$ 6,602	\$(59,292)
Copps Coliseum	\$ 47,904	\$192,488
Corporate	\$ 47,783	\$197,446
	<u>\$ 118,145</u>	<u>\$445,737</u>

It was

MOVED by Alderman Hinkley, seconded by Mr. Levitt

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE FIVE MONTH PERIOD ENDED MAY 31, 1987 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

5. Unaudited Operating Results for CUP for the Five Month Period Ended May 31, 1987

The Committee reviewed the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the month of May and the five month period ended May 31, 1987. It was noted that the CUP's budgetary surpluses for the month and five month period were \$25,055 and \$185,948, respectively.

It was

MOVED by Mr. Levitt, seconded by Alderman Hinkley

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE FIVE MONTH PERIOD ENDED MAY 31, 1987 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

6. Financial Analysis of Special Events Subsidy Fund

The Committee reviewed the information item from Mr. John A. Leuser, the Director of Finance and Administration. The Committee requested that a copy of the Financial Analysis of the Special Events Subsidy Fund be forwarded to the Executive Committee for their information. The Committee also reviewed the information item which was sent to the City's Executive Committee advising that the 91st Highlanders Athletic Association will not be requiring funding from the Special Events Subsidy Fund in respect of their previously held event in 1987. The Committee recalled that the City's Executive Committee and City Council had previously agreed to underwrite losses of up to \$27,500, if incurred, in respect of their 1987 event from the Special Events Subsidy Fund.

It was

MOVED by Alderman Hinkley, seconded by Mr. Levitt

- A) THAT THE FINANCIAL ANALYSIS OF THE SPECIAL EVENTS SUBSIDY FUND BE RECEIVED AS INFORMATION FOR SUBMISSION TO THE BOARD;
- B) THAT THE INFORMATION ITEM SENT TO THE CITY'S EXECUTIVE COMMITTEE WITH RESPECT TO THE 91ST HIGHLANDERS ATHLETIC ASSOCIATION BE RECEIVED AS INFORMATION FOR SUBMISSION TO THE BOARD; AND
- C) THAT THE FINANCIAL ANALYSIS OF THE SPECIAL EVENTS SUBSIDY FUND AS AT MAY 31, 1987 BE FORWARDED TO THE CITY'S EXECUTIVE COMMITTEE FOR THEIR INFORMATION.

MOTION CARRIED.

7. HECFI Special Events Subsidy Fund Application -
Women and Politics Conference

Following a brief discussion, it was

MOVED by Alderman Hinkley, seconded by Mr. Levitt

THAT \$2,170 BE EXPENDED FROM THE HECFI SPECIAL EVENTS SUBSIDY FUND IN SUPPORT OF THE WOMEN AND POLITICS CONFERENCE ON JANUARY 29, 30, 1988.

MOTION CARRIED.

8. Copps Coliseum Committee

- 8.1 Copps Coliseum - HVAC System for
Room 312, Acceptance of Quotation -
J. J. Elliott Mechanical Ltd.

The Committee noted that the Copps Coliseum Committee, at its meeting on June 24, 1987, had accepted the quotation and requested the Audit/Finance Committee to recommend the method of financing. It was

MOVED by Alderman Hinkley, seconded by Mr. Levitt

- A) THAT THE QUOTATION SUBMITTED BY J. J. ELLIOTT MECHANICAL LTD. FOR THE SUPPLY AND INSTALLATION OF THE HVAC SYSTEM FOR ROOM 312 IN COPPS COLISEUM FOR THE TOTAL AMOUNT OF \$28,226.00 BE ACCEPTED; AND
- B) THAT THIS PURCHASE BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-U32787, GREEN ROOM.

NOTE: ONLY ONE QUOTATION WAS RECEIVED BY THE DIRECTOR OF PURCHASING IN RESPECT OF A REQUEST FOR QUOTATIONS.

MOTION CARRIED.

- 8.2 Copps Coliseum - Furnishings for
Green Room, Acceptance of Quotation -
Intefac Inc.

The Committee noted that the Copps Coliseum Committee, at its meeting on June 24, 1987, had accepted the quotation and requested the Audit/Finance Committee to recommend the method of financing. It was

MOVED by Alderman Hinkley, seconded by Mr. Levitt

- A) THAT THE QUOTATION SUBMITTED BY INTEFAC INC. FOR THE SUPPLY AND INSTALLATION OF FURNITURE FOR THE GREEN ROOM IN COPPS COLISEUM IN THE TOTAL AMOUNT OF \$14,268.91 BE ACCEPTED; AND
- B) THAT THIS PURCHASE BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-U32787, GREEN ROOM.

NOTE: IT WAS THE LOWEST OF TWO (2) QUOTATIONS RECEIVED.

MOTION CARRIED.

- 8.3 City Hall - Replacement of Boiler
Stacks, Acceptance of Quotation -
Superior Boiler Works and Welding Ltd.

The Committee noted that the Copps Coliseum Committee, at its meeting on June 24, 1987, had accepted the

quotation and requested the Audit/Finance Committee to recommend the method of financing. It was

MOVED by Alderman Hinkley, seconded by Mr. Levitt

- A) THAT THE QUOTATION SUBMITTED BY SUPERIOR BOILER WORKS AND WELDING LTD. FOR THE REMOVAL AND REPLACEMENT OF THE BOILER STACKS AT CITY HALL IN THE TOTAL AMOUNT OF \$11,675.00 BE ACCEPTED; AND
- B) THAT THIS PURCHASE BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-K72943, VARIOUS CAPITAL REPLACEMENTS - CITY HALL.

NOTE: IT WAS THE LOWEST OF FOUR (4) QUOTATIONS RECEIVED.

MOTION CARRIED.

9. Future Meeting

There was none set.

10. Adjournment

The meeting adjourned at 1:15 p.m.

It was

MOVED by Alderman Hinkley, seconded by Mr. Levitt

THAT THE MEETING BE ADJOURNED.

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

W. H. McFARLAND, CHAIRMAN

Mrs. Joan M. Mills, Secretary

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7.1 Bill PR67

HECF1

Bill Pr67

Private Bill

3RD SESSION, 33RD LEGISLATURE, ONTARIO

36 ELIZABETH II, 1987

Bill Pr67

An Act respecting the City of Hamilton

Mr. Charlton

1st Reading June 24th, 1987

2nd Reading

3rd Reading

Royal Assent

Page 10

10/1/1917

10/1/1917

10/1/1917

10/1/1917

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10/1/1917

An Act respecting the City of Hamilton

Whereas The Corporation of the City of Hamilton considers it desirable to vary the composition of the board of directors of The Hamilton Entertainment and Convention Facilities Inc., established by the *City of Hamilton Act, 1985*, being chapter Pr23; and whereas the applicant hereby applies for special legislation for such purposes; and whereas it is expedient to grant the application;

Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

1. Section 9 of the *City of Hamilton Act, 1985*, being chapter Pr23, is repealed and the following substituted therefor:

9.—(1) The corporation shall have a board of directors who shall manage, supervise and conduct the affairs of the corporation in accordance with the purposes and objects of the corporation.

(2) The board shall be composed of,

- (a) the mayor of the City who shall be a director by virtue of office; and
- (b) sixteen other members appointed by the council of whom,
 - (i) seven shall be members of council, and
 - (ii) nine shall not be members of council.

(3) The directors appointed under subclause (2) (b) (i) shall be appointed for a term of office not exceeding their term of office as members of council.

(4) Directors appointed under subclause (2) (b) (ii), shall be appointed for a term of three years or such lesser number

2 Bill Pr67 HAMILTON (CITY) 1987

of years so that one-third of the directors retires at the end of each year.

Removal (5) A director may be removed at any time from office by a resolution passed by a majority of the council.

Vacancy (6) Where the office of a director becomes vacant for any reason, the vacancy may be filled by council for the remainder of the unexpired term of the director whose office is vacant.

Reappointment (7) A director may be reappointed by council upon expiration of his or her term or otherwise.

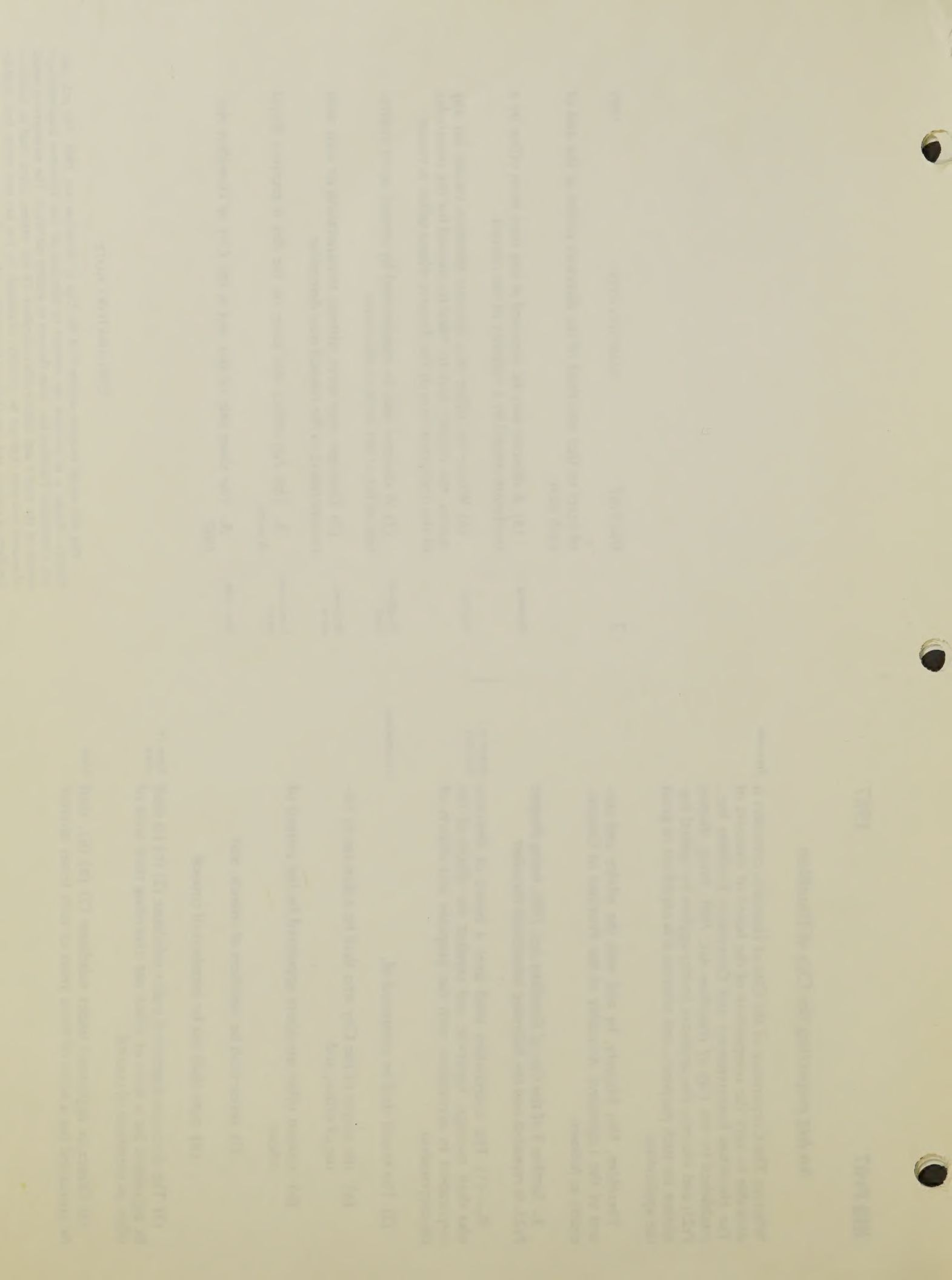
Remuneration (8) Directors may serve without remuneration or with such remuneration as the council may determine.

Commencement 2. This Act comes into force on the day it receives Royal Assent.

Short title 3. The short title of this Act is the *City of Hamilton Act, 1987*.

EXPLANATORY NOTE

This Bill would re-enact section 9 of the *City of Hamilton Act, 1985*. The only substantive change is to increase the number of directors of The Hamilton Entertainment and Convention Facilities Inc. from thirteen to sixteen members. The membership would consist of the mayor and sixteen other members. Of the sixteen, seven shall be members of council and nine shall not be members of council. As the Act now reads, four shall be members of council and nine shall not be members of council.





Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

MEETING OF THE BOARD OF DIRECTORS

**Friday, September 11, 1987
8:00 A.M.**

**HAMILTON CONVENTION CENTRE
Albion "C"**

REGULAR AGENDA

1. **Chairman's Remarks**
2. **Minutes of August 14, 1987** Attachment 2
3. **Business Arising From the Minutes**
4. **Report from Director of Marketing**
5. **Committee Reports/Minutes**
 - 5.1 **Copps Coliseum Committee
Seventh Report** Attachment 5.1
 - 5.1.1 **Copps Coliseum Committee
Minutes of July 22, 1987** Attachment 5.1.1
 - 5.2 **Hamilton Convention Centre
Committee Eighth Report** Attachment 5.2
 - 5.2.1 **Hamilton Convention Centre
Committee Minutes of July 24, 1987** Attachment 5.2.1

**Regular Agenda
September 11, 1987**

- 5.3 Audit & Finance Committee
 Eighth Report
- 5.3.1 Audit & Finance Committee
 Minutes of July 28, 1987

Attachment 5.3

Attachment 5.3.1

6. New Business

7. Other Business

8. Date of Next Meeting

Friday, October 9, 1987
8:00 A.M.
Location to be Announced

9. Adjournment

Patricia Bennett
Secretary to the Board of Directors
September 8, 1987

English Version
November 12, 1983

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2. Minutes of August 14, 1987

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, August 14, 1987
8:00 A.M.

HAMILTON CONVENTION CENTRE

MINUTES OF REGULAR SESSION

PRESENT: Alderman B. Hinkley, Chairman
of the Board
Alderman J. Gallagher, Second Vice
Chairman
Mayor Robert Morrow
Alderman R. Wheeler
Alderman T. Murray
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Dr. C. Bart
Mr. D. Beattie
Mr. N. Levitt

ALSO PRESENT: Mr. B. Conacher
Mr. B. Penfold
Mr. J. Crane
Mr. T. Burrows
Mr. J. Leuser

REGRETS: Mr. T. Yates
Mr. D. Braley
Mr. F. Bogden

MEDIA: Mr. R. Melenbardis, The Spectator

1. Chairman's Remarks

Alderman Hinkley called the Regular Session to
order at 10:45 a.m.

In-Camera Session

The following motions were carried during the In-Camera Session:

THE IN-CAMERA SESSION BE CONVENED.

THE IN-CAMERA MINUTES OF JULY 10, 1987 BE APPROVED.

THE IN-CAMERA MINUTES OF JULY 16, 1987 BE APPROVED.

THAT THE VERBAL REPORT FROM THE DIRECTOR OF COPPS COLISEUM REGARDING THE ARENA FLOOR RECONSTRUCTION BE RECEIVED.

THE NEW PRICING SCHEDULE OF CONCESSION ITEMS PROVIDED BY VCSI TO COPPS COLISEUM BE APPROVED.

THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF JULY 22, 1987 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE COPPS COLISEUM COMMITTEE NOT BE CONSIDERED AS THE SITE TO HOST THE 1991 LABATT BRIER.

THAT THE REPORT ENTITLED CONTINGENCY PLAN FOR MARKETING THE PRIVATE BOXES IN COPPS COLISEUM AS SUBMITTED BY MR. BRIAN K. CONACHER, MANAGING DIRECTOR/CEO, HECFI, BE APPROVED.

THE COPPS COLISEUM IN-CAMERA MINUTES OF JUNE 24, 1987 BE RECEIVED FOR INFORMATION.

THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF JULY 24, 1987 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT MANAGEMENT ASCERTAIN FOR ALL THREE HECFI FACILITIES, THE FIGURES RELATING TO THE PRESENT SITUATION, INCLUDING WHAT THE COST IS TO THE CORPORATION AND WHO HAS PARKING INCLUDED AS PART OF HIS/HER JOB.

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF JUNE 26, 1987 BE RECEIVED FOR INFORMATION.

THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF JULY 23, 1987 BE APPROVED.

THE HAMILTON PLACE COMMITTEE IN-CAMERA MINUTES OF JUNE 25, 1987 BE RECEIVED FOR INFORMATION.

THE AUDIT & FINANCE COMMITTEE IN-CAMERA REPORT OF JULY 28, 1987 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT MANAGEMENT DEVELOP AND SUBMIT TO THE AUDIT & FINANCE COMMITTEE FOR REVIEW A UNIFORM POLICY RELATIVE TO PROMOTIONS AND CO-PROMOTIONS OF EVENTS AT HECFI FOR SUBSEQUENT REVIEW BY ALL OTHER COMMITTEES.

THAT AN ECONOMIC OR COST OF LIVING ADJUSTMENT OF 4.0% EFFECTIVE JANUARY 1, 1988 BE APPROVED FOR HECFI NON-UNION PERSONNEL.

THAT THE APPEAL PROCESS FOR THE HECFI COMPENSATION PLAN AS SUBMITTED BY BRIAN K. CONACHER, MANAGING DIRECTOR/CEO BE APPROVED.

THE AUDIT & FINANCE COMMITTEE IN-CAMERA MINUTES OF JUNE 29, 1987 BE RECEIVED FOR INFORMATION.

BE IT RESOLVED THAT:

MR. BOGDEN'S SIGNED RESIGNATION DATED AUGUST 14, EFFECTIVE DECEMBER 31, 1987, BE ACCEPTED AS OF THIS DATE; AND

THE PRESS RELEASE IN THE AGREED FORM BE MADE.

The Secretary was requested to circulate the following Press Release to members of the media and all members of City Council:

"Dated 10:00 a.m., Friday, August 14, 1987

Mr. Brian Hinkley, Chairman of the Board of the Hamilton Entertainment and Convention Facilities Inc., announced today that the Corporation's Director of Marketing, Mr. Fred Bogden, has advised the Board that he will be leaving HECFI at the end of this year. The

Board reluctantly accepted Mr. Bogden's resignation at its most recent meeting. Mr. Hinkley indicated that, in the meantime, Mr. Bogden, who is recovering from a recent illness, will be reassuming his duties, subject to the continuing requirements of his medical recovery."

THE IN-CAMERA SESSION BE ADJOURNED.

THE IN-CAMERA SESSION BE RECONVENED AT 10:05 A.M.

THE IN-CAMERA SESSION BE ADJOURNED.

2. Minutes of July 10, 1987

MOVED by Alderman Wheeler, seconded by Alderman Murray that

THE MINUTES OF JULY 10, 1987 BE APPROVED.

MOTION CARRIED.

3. Business Arising From the Minutes

Nil

4. Report from Director of Marketing

Nil

5. Committee Reports/Minutes

5.1 Copps Coliseum Committee Sixth Report

MOVED by Alderman Murray, seconded by Mayor Morrow that

THE COPPS COLISEUM COMMITTEE SIXTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT MR. BURTON KRAMER OF BURTON KRAMER AND ASSOCIATES LIMITED, TORONTO, ONTARIO, SUBMIT TO THE COPPS COLISEUM COMMITTEE A CONCEPT OF A TWO-SIDED ELECTRONIC SIGN IDENTICAL IN CONCEPT TO THE ORIGINAL DESIGN AS PREVIOUSLY SUBMITTED INCLUDING SUCH DETAILS AS SIZE, COLOUR, DIMENSIONS, MATERIALS, ETC.

THAT MR. BURTON KRAMER OF BURTON KRAMER AND ASSOCIATES LIMITED, TORONTO, ONTARIO, BE AUTHORIZED TO PROCEED WITH A MODEL OF THE TWO-SIDED ELECTRONIC SIGN AND THAT THE COPPS COLISEUM COMMITTEE MEMBERS BE POLLED BY THE DIRECTOR OF COPPS COLISEUM ON THE COST OF THE MODEL.

THAT THE TENDER RECEIVED FROM MARLEY CANADIAN INC. IN THE TOTAL AMOUNT OF \$21,404.28 FOR THE REPLACEMENT OF THREE (3) WET DECKS AT THE CENTRAL UTILITIES PLANT BE ACCEPTED AND THAT THE AUDIT & FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT THE DIRECTOR OF COPPS COLISEUM, IN FUTURE, INCLUDE IN THE COPPS COLISEUM BUDGET AN APPROPRIATION OF FUNDS THAT COPPS COLISEUM WILL HOST THE HAMILTON MINOR HOCKEY CHAMPIONSHIP AND THE RINGETTE TOURNAMENT EVENTS.

MOTION CARRIED.

The following items were received for information:

- (i) The report, Unveiling of Victor K. Copps Plaque, the names of the Members of Hamilton City Council during construction, the Construction Committee, the Interim Board of Directors of HECFI, the First Official Board of Directors of HECFI, and a portrait of Queen Elizabeth II;
- (ii) The Committee concurred that the "Wall of Fame" be introduced at a special "media event" to be held the evening of Thursday, August 13, 1987;

- (iii) The Status Report on Confirmed Events at Copps Coliseum - August to November 1987;
- (iv) The Consolidated Unaudited Operating Results for HECFI for the Six Month Period Ended June 30, 1987;
- (v) The Unaudited Operating Results for the CUP for the Six Month Period Ended June 30, 1987;
- (vi) The Director of Copps Coliseum reported that the City Arborist and Horticulturist will improve the raised planters outside Copps Coliseum and in future, will plan a design and maintain the plants;
- (vii) The Report by the Director of Copps Coliseum;
- (viii) The Secretary was instructed to write to the Chairmen and Members of the Transport and Environment Committee, the Regional Transportation Services Committee, the Engineering Services Committee and the Economic Development Committee advising them that detour signs must be in place by August 22nd in order that those persons attending the Canada Cup games can be easily rerouted due to the High Level Bridge closure.

Mayor Morrow raised the issue of the 1991 Labatt Brier, expressing concern that enough consideration had not been given to rescheduling other events. Considerable discussion ensued with Aldermen Gallagher and Murray reporting that the issue had been very carefully examined by the Copps Coliseum Committee before recommending to the Board that the event not be held at Copps Coliseum. Mr. Conacher advised that the issue will be reviewed once more by the Copps Coliseum Committee at its next meeting.

Dr. Bart left the meeting at 11:00 a.m.

5.1.1 Copps Coliseum Committee Minutes of June
24, 1987

MOVED by Alderman Murray, seconded by Mayor Morrow
that

THE COPPS COLISEUM COMMITTEE MINUTES OF JUNE 24,
1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.2 Hamilton Convention Centre Committee Seventh
Report

MOVED by Alderman Wheeler, seconded by Mr. Beattie
that

THE HAMILTON CONVENTION CENTRE COMMITTEE SEVENTH
REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION
ENDORSED:

THAT THE ORIGINAL ARCHITECT, MR. TREVOR
GARWOOD-JONES, BE REQUESTED TO ADVISE WHETHER
THE WALL ALTERATIONS TO THE KITCHEN IN THE
CONVENTION CENTRE WOULD BE COMPATIBLE WITH THE
CONSTRUCTION OF THE BUILDING AND ALSO TO
PROVIDE AN ESTIMATED COST OF PRODUCING A PLAN
TO INCORPORATE THE REQUIRED ADDITIONS AND
STRUCTURAL ALTERATIONS.

MOTION CARRIED.

The following items were received for information:

- (i) Director's Report - June 1987;
- (ii) Correspondence;
- (iii) Comment Cards;
- (iv) Client Evaluations;
- (v) Summary of Revenue and Expenditures - June
1987.

5.2.1 Hamilton Convention Centre Committee
Minutes of June 26, 1987

MOVED by Alderman Wheeler, seconded by Mr. Cino that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF JUNE 26, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Hamilton Place Committee Sixth Report

MOVED by Mr. Hector, seconded by Mr. Cino that

THE HAMILTON PLACE COMMITTEE SIXTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE RECOMMENDATION OF THE CITY'S MANAGER OF PURCHASING TO AWARD THE WINDOW CLEANING CONTRACT TO SKYLIGHT WINDOW CLEANING IN THE TOTAL AMOUNT OF \$23,071.86 BE FORWARDED TO THE AUDIT AND FINANCE COMMITTEE FOR APPROVAL.

THAT MANAGEMENT'S RECOMMENDATIONS REGARDING THE OFFICE LEASES - REAL ESTATE TAX - BE APPROVED AND FORWARDED TO THE AUDIT & FINANCE COMMITTEE FOR ACTION.

MOTION CARRIED.

The following items were received for information:

- (i) Report - Maintenance, Studio Theatre Floor;
- (ii) Marketing Initiatives Report - Hamilton Place Program;
- (iii) Report - Request for Proposals - Theatre Marquee;
- (iv) Report - Director of Finance & Administration.

5.3.1 Hamilton Place Committee Minutes of June 25, 1987

MOVED by Mr. Hector, seconded by Mr. Cino that

THE HAMILTON PLACE COMMITTEE MINUTES OF JUNE 25, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.4 Audit & Finance Committee Seventh Report

MOVED by Mr. McFarland, seconded by Mayor Morrow that

THE AUDIT & FINANCE COMMITTEE SEVENTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE HECFI AND CUP UNAUDITED OPERATING RESULTS FOR THE SIX MONTH PERIOD ENDED JUNE 30, 1987 BE FORWARDED TO THE NEXT CITY'S EXECUTIVE COMMITTEE FOR THEIR INFORMATION; and

THAT MR. BRIAN K. CONACHER, MANAGING DIRECTOR/CEO, TOGETHER WITH MR. JOHN A LEUSER, DIRECTOR OF FINANCE AND ADMINISTRATION AND MR. JOHN T. CRANE, DIRECTOR OF COPPS COLISEUM ATTEND THE NEXT EXECUTIVE COMMITTEE MEETING OF AUGUST 20, 1987 TO BE MADE AVAILABLE TO ANSWER QUESTIONS IN RESPECT OF THE ABOVE; and

THEREAFTER, A QUARTERLY INFORMATION REPORT RESPECTING SIGNIFICANT ACTIVITIES, FINANCIAL AND OTHERWISE, AFFECTING THE OPERATION OF HECFI AND CUP BE REVIEWED AND APPROVED BY THE HECFI BOARD FOR SUBMISSION TO THE CITY'S EXECUTIVE COMMITTEE FOR INFORMATION INCLUDING THE ATTENDANCE OF HECFI'S MANAGEMENT TEAM TO ANSWER QUESTIONS.

THAT THE FINANCIAL ANALYSIS OF THE SPECIAL EVENTS SUBSIDY FUND AS AT JUNE 30, 1987 BE FORWARDED TO THE CITY'S EXECUTIVE COMMITTEE FOR THEIR INFORMATION.

THAT UP TO \$10,000. BE EXPENDED FROM THE HECFI SPECIAL EVENTS SUBSIDY FUND FOR A BANQUET FOR THE BURNS CONVENTION DELEGATES TO BE HELD IN JULY, 1988.

THAT THE TENDER RECEIVED FROM MARLEY CANADIAN INC. IN THE TOTAL AMOUNT OF \$21,404.28 FOR THE REPLACEMENT OF THREE (3) WET DECKS AT THE CENTRAL UTILITIES PLANT BE ACCEPTED; AND THAT THIS PURCHASE BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-K72941, VARIOUS CAPITAL REPLACEMENTS & REVISIONS - CUP.

THAT THE ORIGINAL ARCHITECT, MR. TREVOR GARWOOD-JONES, BE REQUESTED TO ADVISE WHETHER THE WALL ALTERATIONS TO THE KITCHEN IN THE CONVENTION CENTRE WOULD BE COMPATIBLE WITH THE CONSTRUCTION OF THE BUILDING AND ALSO TO PROVIDE AN ESTIMATED COST OF PRODUCING A PLAN TO INCORPORATE THE REQUIRED ADDITIONS AND STRUCTURAL ALTERATIONS.

THAT TENANTS BE INFORMED OF A CHANGE IN CITY POLICY RELATING TO TREATMENT OF REAL ESTATE TAXES IN CITY OWNED FACILITIES; THAT TAXES ARE TO BE PAID IN 1987 WITHOUT BENEFIT OF A CORRESPONDING GRANT TO HAMILTON PLACE; THAT, IN RECOGNITION OF TENANTS' NEED FOR LONG TERM PLANNING AND NECESSARY ADVANCE SUBMISSION OF GRANT REQUESTS TO MUNICIPAL, PROVINCIAL AND FEDERAL AGENCIES - HAMILTON PLACE WILL PHASE IN THE INCREMENTAL COST OF TAXES WHICH MUST BE PAID IN FULL BY THE TENANT IN FISCAL 1989. HAMILTON PLACE WILL NOT INCREASE THE SQUARE FOOTAGE RATE (\$8.50) FOR SPACE, HEAT, LIGHT, POWER AND CLEANING IN 1988 AND WILL ABSORB 50% OF THE COST OF REAL ESTATE TAXES PAYABLE TO THE CITY. A ONE-YEAR LEASE IS RECOMMENDED. IN 1989, THE TENANTS WILL BE BILLED THEIR PRO-RATA SHARE OF REALS ESTATE TAXES AT 100%. CONSIDERATION MAY BE GIVEN TO INCREASING THE TERM OF LEASES TO 2 OR MORE YEARS.

THAT HAMILTON PLACE RETAIN THE SERVICES OF SKYLIGHT WINDOW CLEANING OF HAMILTON INITIALLY TO DECEMBER 31, 1987 AT \$3,598.16 WITH AN OPTION FOR AN ADDITIONAL FOUR YEARS TO THE END OF 1991 AT \$19,473.70 AND THAT THE COST OF CLEANING SERVICES BE FINANCED THROUGH THE BUDGETARY ALLOCATION CONTAINED IN THE 1987 BUDGET UNDER ACCOUNT NO. 8350-10-17.

MOTION CARRIED.

The following items were received for information:

- (i) HECFI Consolidated Unaudited Operating Results for the Six Month Period Ended June 30, 1987;
- (ii) CUP Unaudited Operating Results for the Six Month Period Ended June 30, 1987;
- (iii) Director of Finance & Administration's Report.

5.4.1 Audit & Finance Committee Minutes of June 29, 1987

MOVED by Mr. McFarland, seconded by Mayor Morrow that

THE AUDIT & FINANCE COMMITTEE MINUTES OF JUNE 29, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. New Business

Nil

7. Other Business

7.1 Bill PR67

The Board received for information a copy of Bill Pr67, the proposed act to change the membership of the Board of Directors from fourteen members to seventeen members. The Private Bill received first reading on June 24th, 1987.

8. Date of Next Meeting

A discussion of the time of the meeting took place. The motion moved by Mr. McFarland, seconded by Mayor Morrow to begin the meetings at 9:00 a.m. was defeated. A second vote was taken for the meetings to begin at 8:00 a.m. and was carried.

MOVED by Alderman Gallagher, seconded by Alderman Murray that

FULL BREAKFASTS BE SERVED AT FUTURE 8:00 A.M. BOARD MEETINGS.

MOTION CARRIED.

A suggestion to serve breakfast at 7:30 a.m. was declined by the Board. A second suggestion to serve breakfast at 7:45 a.m. was briefly considered.

9. Adjournment

The meeting adjourned at 11:05 a.m.

TAKEN AS READ AND APPROVED

Alderman B. Hinkley, Chairman

Patricia Bennett, Secretary

URBAN MUNICIPAL

SEP 27 1987

GOVERNMENT DOCUMENT

5.1 Copps Coliseum Committee Seventh Report

Please Note:

Items 3 and 4 received approval by the Audit & Finance Committee at its August 31st meeting.

The blueprint of the Retail/Mall Corridor Phase II referred to in item 6 is available for review by contacting the Director of Copps Coliseum's Office.



1987 September 8

REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF AUGUST 26, 1987

The Copps Coliseum Committee presents its SEVENTH Report and respectfully recommends the following:

1. Exterior Electronic Signage

That tender documents be prepared as soon as possible under the direction of the Director of Copps Coliseum, and that the tender request two quotations; one with a non-electronic panel added to the back of the two-sided electronic sign, and the other quotation on the two-sided electronic sign without a back panel.

NOTE: Mr. Burton Kramer of Burton Kramer and Associates Ltd. has prepared a model with no cost to the committee.

2. Funding - Wall of Fame

That an appropriation of \$5,000.00 be allotted in the Copps Coliseum Operating Budget for 1988 to continue to purchase pictures for the Wall of Fame project, and that the Copps Coliseum Committee deal with the appropriation of funds each year.

NOTE: Mr. Conacher mentioned that prior to additional pictures being put up, he would like the Wall of Fame Committee to approach management on future picture locations, as the space on the Concourse could be utilized for advertising.

3. Copps Coliseum - Skate Resistant Rubber Flooring - Acceptance of Quotation

That the quotation submitted by Stradwick's Ltd. for the supply and installation of skate resistant rubber flooring in the total amount of \$10,570.00 be accepted, and that the Audit and Finance Committee recommend the method of financing.

NOTE (i) : Documentation is attached.

NOTE (ii): Lowest of two (2) quotations received.

4. Central Utilities Plant - City Hall Bearing Inspection and Major Overhaul of Trane Centravacs

That Trane Canada Inc. be authorized to proceed with major teardown/overhaul of Air Conditioning Centravacs located at City Hall at a total cost of \$22,494.02, and that the Audit and Finance Committee recommend the method of financing.

NOTE: Documentation is attached.

5. Utilizing the Sun for Heating Purposes

That the report entitled Utilizing the Sun for Heating Purposes as submitted by the Director of Copps Coliseum, be approved.

NOTE: Documentation is attached.

6. Copps Coliseum - Finishing of Retail/Mall Corridor, Phase II

That permission be granted to tender the finishing work of the retail/mall corridor, Copps Coliseum, Phase II as per specifications and drawings prepared by Copps Coliseum.

NOTE: Documentation is attached.

The following are for information only:

1. Closure of York Street Bridge

That the letter addressed to the Economic Development Committee, the Engineering Services Committee, the Regional Transportation Services Committee, and the Transport and Environment Committee with respect to the closure of the York Street Bridge, be received for information.

NOTE: Documentation is attached.

2. Status Report on Confirmed Events at Copps Coliseum - September to December 1987

That the Status Report on Confirmed Events at Copps Coliseum - September to December 1987, be received for information.

NOTE: Documentation is attached.

3. Consolidated Unaudited Operating Results for HECFI for the Seven Month Period Ended July 31, 1987

That the Consolidated Unaudited Operating Results for HECFI for the Seven Month Period Ended July 31, 1987, be received for information.

NOTE: Mr. McFarland commented that the Director of Copps Coliseum should be commended for the figures with regard to Copps Coliseum.

4. Unaudited Operating Results for the C.U.P. for the Seven Month Period Ended July 31, 1987

That the Unaudited Operating Results for the C.U.P. for the Seven Month Period Ended July 31, 1987, be received for information.

NOTE: The Director of Copps Coliseum advised that he will prepare a Year's End Report which will be presented to both the Executive Committee and the HECFI Board of Directors.

5. Report by the Director of Copps Coliseum

That the Report by the Director of Copps Coliseum, be received for information.

NOTE: Documentation is attached.

6. Energy Report

That the Energy Report, as submitted by the Director of Copps Coliseum, be received for information.

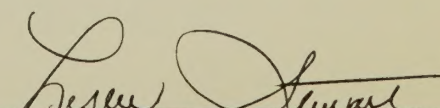
NOTE: Documentation is attached.

7. Chairman's Lounge

It was suggested that Room 312, now known as the Chairman's Lounge be referred to as, the V.I.P. Room or the Green Room, for the moment. All committee members were asked to forward to the next meeting of the Copps Coliseum Committee a suggested name for the room.

Respectfully submitted,


Alderman T. Murray, Chairman


Leslee Stewart, Secretary

CONFIDENTIAL - SECURITY INFORMATION

1. The following information was obtained from a confidential source who has provided reliable information in the past.

2. The following information was obtained from a confidential source who has provided reliable information in the past.

3. The following information was obtained from a confidential source who has provided reliable information in the past.

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10. The following information was obtained from a confidential source who has provided reliable information in the past.

11. The following information was obtained from a confidential source who has provided reliable information in the past.

12. The following information was obtained from a confidential source who has provided reliable information in the past.

CONFIDENTIAL - SECURITY INFORMATION

CONFIDENTIAL - SECURITY INFORMATION



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 August 11

SUBJECT: COPPS COLISEUM - Skate Resistant Rubber Flooring -
Acceptance of Quotation

RECOMMENDATION:

- That
- 1) The quotation submitted by Stradwick's Ltd. for the supply and installation of skate resistant rubber flooring in the total amount of \$10,570.00 be accepted.
 - 2) The Audit and Finance Committee recommend the method of financing.

NOTE: Lowest of two (2) quotations received.

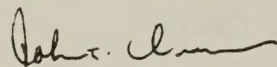
BACKGROUND:

In response to a Request for Quotations issued by the Manager of Purchasing, two quotations were received for the supply and installation of skate resistant rubber flooring at Copps Coliseum. Attached please find copies of the Form of Quotations submitted by the two bidders.

Stradwick's Ltd. submitted the lowest quotation for the work described in the specifications at the total amount of \$10,570.00. It is my recommendation that Stradwick's Ltd. be awarded this work.

Funds for this work were included within the 1987 Capital Budget for Copps Coliseum, ie. Improvements to Press Facilities. With the completion of this work, direct and protected access from the dressing rooms to the media area will be achieved.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

attchms.

REFERENCE NO.C11-45-87

CLOSES-87.08.04

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF QUOTATIONSUPPLY & INSTALL SKATE RESISTANT RUBBER FLOORING

Mr. T. Bradley
Manager of Purchasing
City Hall, Hamilton

Dear Sir:

We, the undersigned, herewith agree to supply and install Skate Resistant Rubber Flooring at Copps Coliseum in accordance with specifications issued the Manager of Purchasing July 20, 1987 at the following price:

PRICES INCLUDE FEDERAL SALES TAX

TOTAL NET PRICE FOR SKATE RESISTANT
RUBBER FLOORING INSTALLED

\$ 10,103.05

PROVINCIAL SALES TAX EXTRA AT 7%

\$ 466.95

TOTAL PRICE

\$ 10,570.00

NAME OF PRODUCT BEING OFFERED TUFLEX

EXTRA- 4" RUBBER BASE.

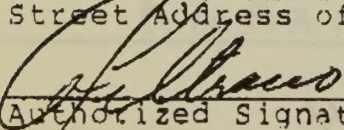
245.00

NOTE: IF NOT SUBMITTING A PRICE, IN ORDER TO REMAIN ON BIDDERS' LIST FOR THIS PRODUCT OR SERVICE, THIS FORM MUST BE RETURNED BY DUE DATE AND TIME WITH A BRIEF EXPLANATION WHY YOU ARE UNABLE TO BID.

STRADWICK'S LIMITED,

Name of Company

730 UPPER JAMES ST. HAMILTON. L9C 2Z9
Street Address of Company, including postal code


Authorized SignatureA. FELTRACCO
Please Print

(416) 388-6346
Telephone Number

JULY 30TH. 1987
Date of Quotation

1987

REFERENCE NO. C11-45-87

CLOSES-87.08.04

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF QUOTATIONSUPPLY & INSTALL SKATE RESISTANT RUBBER FLOORING

Mr. T. Bradley
Manager of Purchasing
City Hall, Hamilton

Dear Sir:

We, the undersigned, herewith agree to supply and install Skate Resistant Rubber Flooring at Copps Coliseum in accordance with specifications issued the Manager of Purchasing July 20, 1987 at the following price:

PRICES INCLUDE FEDERAL SALES TAX

TOTAL NET PRICE FOR SKATE RESISTANT
RUBBER FLOORING INSTALLED

\$ 11,288.00

PROVINCIAL SALES TAX EXTRA AT 7%

\$ 481.00

TOTAL PRICE

\$ 11,769.00

NAME OF PRODUCT BEING OFFERED

As specified Inflex.

NOTE: IF NOT SUBMITTING A PRICE, IN ORDER TO REMAIN ON BIDDERS' LIST FOR THIS PRODUCT OR SERVICE, THIS FORM MUST BE RETURNED BY DUE DATE AND TIME WITH A BRIEF EXPLANATION WHY YOU ARE UNABLE TO BID.

Wentworth Tile & Terrazzo Ltd.

Name of Company

180 Nebo Road. HAMILTON ont L8W 2E4.
Street Address of Company, including postal code

Authorized Signature

S. K. Sharma

Please Print

S. K. SHARMA.

() 387-0144.
Telephone Number

Aug 4
Date of Quotation

1987



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 August 18

SUBJECT: CENTRAL UTILITIES PLANT - City Hall Bearing Inspection
and Major Overhaul of Trane Centravac.

RECOMMENDATION:

- That
- 1) Trane Canada Inc. be authorized to proceed with major teardown/overhaul of air conditioning centravac located at City Hall at a total cost of \$22,494.02.
 - 2) The Audit and Finance Committee recommend the method of financing.

BACKGROUND:

Included within the 1987 Capital Budget Programme for the C.U.P., was an amount of \$50,000.00 for the teardown/overhaul of centravacs at the C.U.P. and City Hall. At the 1987 May meeting of the HECFI Board of Directors, authorization was granted to Trane Canada Inc. to perform this work on two (2) centravacs at a total cost of \$40,500.00. This work has since been completed.

Funds were designated in the 1988-91 Capital Budget Programme to continue with this work on the remaining centravacs, however, because of the current condition of the Chiller #2 at City Hall, I am recommending that this service be performed immediately to this specific centravac.

Because of the complexity of the work involved and associated equipment, I am further recommending that Trane Canada Inc. perform this overhaul service on Chiller #2 at City Hall. Trane has serviced this machine on a regular basis since being installed and has the knowledge and expertise that only the manufacturer could provide. The nature of this work requires the equipment to be dismantled prior to assessing the condition of the internal components and Trane has provided separate costs for bearing replacement and motor overhaul it required.

The cost of the work to be performed is outlined in attached letter dated 1987 July 23 from the Trane Service Agency. Please note that Trane is offering a cost discount of \$3,000.00 if staff forces assist in the dismantling of the centravac. The total cost as quoted is \$22,494.02 should the bearings require replacement and the motors overhauled.

Again, I must stress the importance of the manufacturer's representative performing this service Trane is fully equipped with the specialized tools and equipment required for this work; they will provide a one year warranty on replacement components; and will also provide winter service without charge to the unit in question.

On this basis, I recommend that this work not be tendered but rather awarded to Trane Canada Inc. for the total cost of \$22,494.02.

Funds exist in the following Capital Accounts to finance this expenditure:

<u>Account No.</u>	<u>Description</u>	<u>Unencumbered Balance</u>
0408-K72944	Centravacs - C.U.P., City Hall, Library	\$ 9,500.00

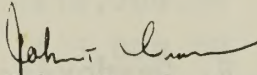
MEMORANDUM from
COPPS COLISEUM

PAGE THREE

BACKGROUND: Continued ...

<u>Account No.</u>	<u>Description</u>	<u>Unencumbered Balance</u>
0408-K52762	C.U.P. - Revisions to Chilled Water Systems	\$28,087.00

Respectfully submitted,


John T. Crane
Director
Copp's Coliseum

attchm.



TRANE

Trane Service Agency Hamilton

10 Sanford Avenue North
Hamilton Ont L8L 5Y6
Tel 416 528 8648
Fax 416 528 3297

P A Loucks P Eng
General Manager

July 23, 1987

Corporation of the City
of Hamilton
City Hall
Hamilton, Ontario.
L8N 3T4

Attention: Mr. R. Desnoyars - Chief Engineer
Central Utilities Plant

Subject: Trane Centravacs

1. Hamilton City Hall H5-51C-54B S/N 2425
2. Central Utilities CV-7G-G5H5 S/N L5E19546

Gentlemen:

The following is in response to our conversation of July 20/87 and your request for major overhaul pricing on the above noted Trane Centravac water chillers.

Please refer to the enclosed copy of previous correspondence dated June 16/86 for a description of the work proposed.

The following prices; showing an increase of 4.1% over 1986 are as follows:

CHILLER #2
HAMILTON CITY HALL

M/N H5-51C-54B
S/N 2425

Labour/Material	\$15,287.00
Bearing Replacement	\$ 1,733.27
Motor Overhaul	\$ 8,473.75
Savings using your forces	\$ 3,000.00
TOTAL QUOTED PRICE	\$22,494.02

July 23, 1987

CHILLER "A"
CENTRAL UTILITIES PLANT

M/N CV-7G-G5H5
S/N L5E19546

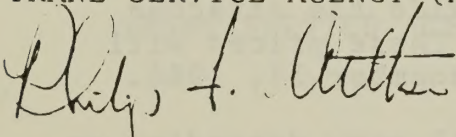
Labour/Material	\$14,286.68
Bearing Replacement	\$ 2,803.93
Motor Overhaul	\$10,906.56
Savings using you forces	\$ 3,000.00
TOTAL QUOTED PRICE	\$24,999.17

We trust that these prices meet with your approval.

We thank you for your continued support of Trane Services, and await your early reply.

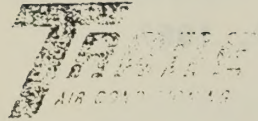
Yours truly,

TRANE SERVICE AGENCY (HAMILTON)



P. Aitken
Technical Service Advisor

PA/ch
Enclosure



TRANE SERVICE AGENCY (HAMILTON), 10 SANFORD AVE., N., HAMILTON, ONTARIO L8L 5Y6
MANAGER: P.A. LOUCKS, P. ENG.

528-8648

June 16, 1986

Corporation of City
of Hamilton,
City Hall,
Hamilton, Ontario.
L8N 3T4

Attention: Mr. R.Desnoyars
Central Utilities Plant

Subject: Bearing Inspections and
major overhauls of Trane Centravacs

Gentlemen:

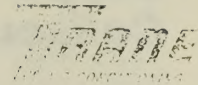
In keeping with the Manufacturer's recommendation of bearing inspections every 7 to 10 years, we pleased to provide the attached quotation as requested. These prices will remain in effect until December 31, 1986.

Motor overhaul prices will vary depending on final inspection of motor. As requested, we have also shown the considerable savings which would be effected if your forces were to assist or carry out the dismantling of each chiller. Refrigerant replacement or any insulation which may be damaged is not included in this quotation.

A bearing inspection and major overhaul encompasses the following: refrigerant removal and storage; a freon sample taken and measured for HBR- high boiling residue, to determine its quality for re-use. The entire chiller is dismantled including all refrigerant piping, volutes, vane assemblies, impellers and seals. Noraml inspection of each part is carried out.

The bearings are inspected for wear in both directions. If wear is less than 50% of manufacturers' recommendation, the original bearings are re-used.

Cont'd Page 2



AIR CONDITIONING
HEATING
VENTILATING
HEAT TRANSFER

Page 2.

At this time a visual inspection of the motor condition is made and the decision to have the motor removed for cleaning, dipping and baking is carried out. During re-assembly, new gaskets and "O" rings are used. The chiller is pressure tested and evacuated prior to addition of refrigerant and oil charge.

Normal inspection services are carried out, such as overhaul the purge system, check and set all safety and operating controls. The prices also include for chiller start-up prior to next cooling season.

We trust that this quotation is as required. If further information is required, please do not hesitate to call us.

Yours truly,

TRANE SERVICE AGENCY (HAMILTON)

P. Aitken

Technical Service Adviser

PA/h
Encl.

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 August 20

SUBJECT: Utilizing the Sun for Heating Purposes

RECOMMENDATION:

That utilizing the sun for heating purposes at Copps Coliseum is undesirable for energy management purposes.

Continued /2 ...

BACKGROUND:

At the 1987 March 13th HECFI Board of Directors' meeting a recommendation was moved and carried that "Management be directed to prepare a report with respect to utilizing the sun for heating purposes and to present it to the Copps Coliseum Committee."

The heating system which is in use from October to May of each year coincides with the same time that the ice is in place at the Coliseum.

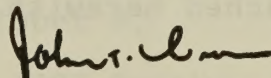
The installation of large mounted solar panels for the purpose of heating the facility would counterbalance the ice making process thus creating a false cooling load on the refrigeration system. The result of this cooling load would increase the energy consumption considerably.

The same result as the above would occur in the summer months with the installation of large solar heating panels. The sun from the solar panels would create a false heating load thus placing a greater demand on the air conditioning system. The result of this false heating load would increase the energy consumption process considerably.

At the present time, Copps Coliseum is equipped with the latest state-of-the-art technology in heat recovery systems. Briefly what this means is that the heat from the chiller-condensing and cooling tower units which would normally be discharged through the atmosphere is redirected through a series of heating coils and reheated. This reheated water, through a control mechanism, is distributed for heating purposes. The result of this sytem is energy savings due to recapturing the heat from condensing and the cooling tower system.

In closing, due to the nature and usage of Copps Coliseum, utilizing the sun for heating purposes is undesirable for energy management purposes.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 August 25

SUBJECT: COPPS COLISEUM - Finishing of Retail/Mall Corridor,
Phase II

RECOMMENDATION:

That permission be granted to tender the finishing work of the retail/mall corridor, Copps Coliseum, Phase II as per specifications and drawings attached herewith.

Continued /2 ...

BACKGROUND:

Included within the 1987 Capital Budget Programme for Copps Coliseum is an amount of \$250,000.00 for improvements to the Retail/Mall area. There also remains an amount of \$183,103.00 from the construction budget for the construction of the common corridor in this same area.

I am recommending that the work required to construct the common corridor within the retail/mall area now be tendered as per the attached specifications and drawings. This work will include;

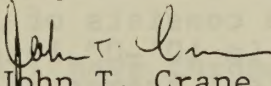
- a) construction of permanent bulkhead, lighting core and ceiling in exit corridor from Phase IV Lloyd D. Jackson Square.
- b) construction of temporary corridor walls in exit corridor from Phase II Lloyd D. Jackson Square.
- c) placement of concrete topping in vestibule, freight elevator area and emergency exit areas.
- d) incidental mechanical work, i.e. extension of sprinkler lines and relocation of unit heater.

It should be noted that the floor finishing of the common corridor and the supply and installation of permanent lighting fixtures is not included within the tender package. This work will be contracted separately so as to avoid overhead and profit markups being applied by a general contractor and hence, resulting in a considerable cost savings to the Corporation.

I anticipate this work being completed by 1987 December 31, based on the following course of events;

- a) approval to tender, 1987 August 26,
- b) acceptance of tender, 1987 October 9,
- c) issue Purchase Order, week of 1987 October 12,
- d) commence construction, week of 1987 October 26,
- e) complete construction, 1987 December 31.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

attchm.

COPPS COLISEUM

Retail Corridor - Street/Mall Level: Walls and Ceiling

Overview - The work described in the following Specification and as detailed on the construction drawings relates to the installation of permanent corridor walls, bulkheads and ceilings and temporary corridor walls and incidental work associated thereto.

Specification -

Provide all labour, materials and equipment to perform the following work:

- 1.1 Install permanent and temporary corridor walls, bulkheads and lighting fascias in main corridor serving Retail/Mall area on street/mall level of Copps Coliseum as indicated on Drawing No. 1 issued with this Specification.
- 1.2 Construction to be as indicated on Detail Drawings 1, 8207-1965 and - 1966 issued with this Specification.
- 1.3.1 Note that "permanent" walls are to be constructed in two sections. The upper section, referred to as the bulkhead on the Detail Drawings, is suspended from the structural slab above and extends down to 8'-8" A.F.F. The bulkhead is braced to the slab and is finished with 5/8" drywall both sides as indicated, taped, primed and painted.
- 1.3.2 The lower portion of the walls is constructed from the concrete topping to the bottom of the bulkhead and is attached to the bulkhead by sheet metal screws which can be removed from below. 5/8" drywall is applied on the corridor side only with untaped joints and painted as per Note e) on Drawing No. 1.
- 1.4 Note: On Drawing No. 1 that there are a total of twelve doors located in the corridor walls. Supply and install doors, frames and hardware as detailed on Drawing No. 1.
- 1.5.1 Install continuous "lighting cove" on bulkheads as indicated on Detail Drawing 8207-1965 and -1966.
- 1.5.2 Lighting cove consists of 1/4" acrylic face, back painted dark bronze, in 10'-0" lengths, mounted on 1" x 1" x 1/4" welded galvanized steel frames as indicated on Detail Drawing 8207-1966.

- 1.5.3. Provide 4 frames per 10'- 0" face length, installed at ends and 1/3rd points. Tack weld frames to 1" x 1" x 1/4" angles, top and bottom of inside corners.

(Horizontal angles ensure proper alignment and provide means of anchoring frames to bulkhead.)

- 1.5.4 Underside of lighting cove to be fabricated of 18 gauge galvanized sheet metal, painted dark bronze; face fasten using sheet metal screws to frame.

- 1.5.5 Supply and installation of fluorescent lighting by others. (NIC)

- 1.6.1.1 Provide acoustic panel ceiling for permanent corridor section, using ceiling panels conforming to the following requirements;

- .1 Size - 24" x 48" x 3/4" nominal
- .2 Material - compressed mineral board
- .3 Pattern - "Cortega"
- .4 Edge - regular
- .5 NRC - .60 - .70
- .6 STC - 40 - 44
- .7 Special Treatment- A.G.T. Back Coating
- .8 Finish - Factory applied, washable vinyl, acrylic coating, white in colour.
- .9 Light Reflectance- 75%
- .10 Flame Spread - Class 25 ((VS Fed. Spec SS-S-118A)
- Class 1, 25 or less, UL1 certification

- 1.6.1.2 Installation of acoustic panel ceiling to conform to Parkin Partnership Specification Section 09510 Part 3 attached to this Specification.

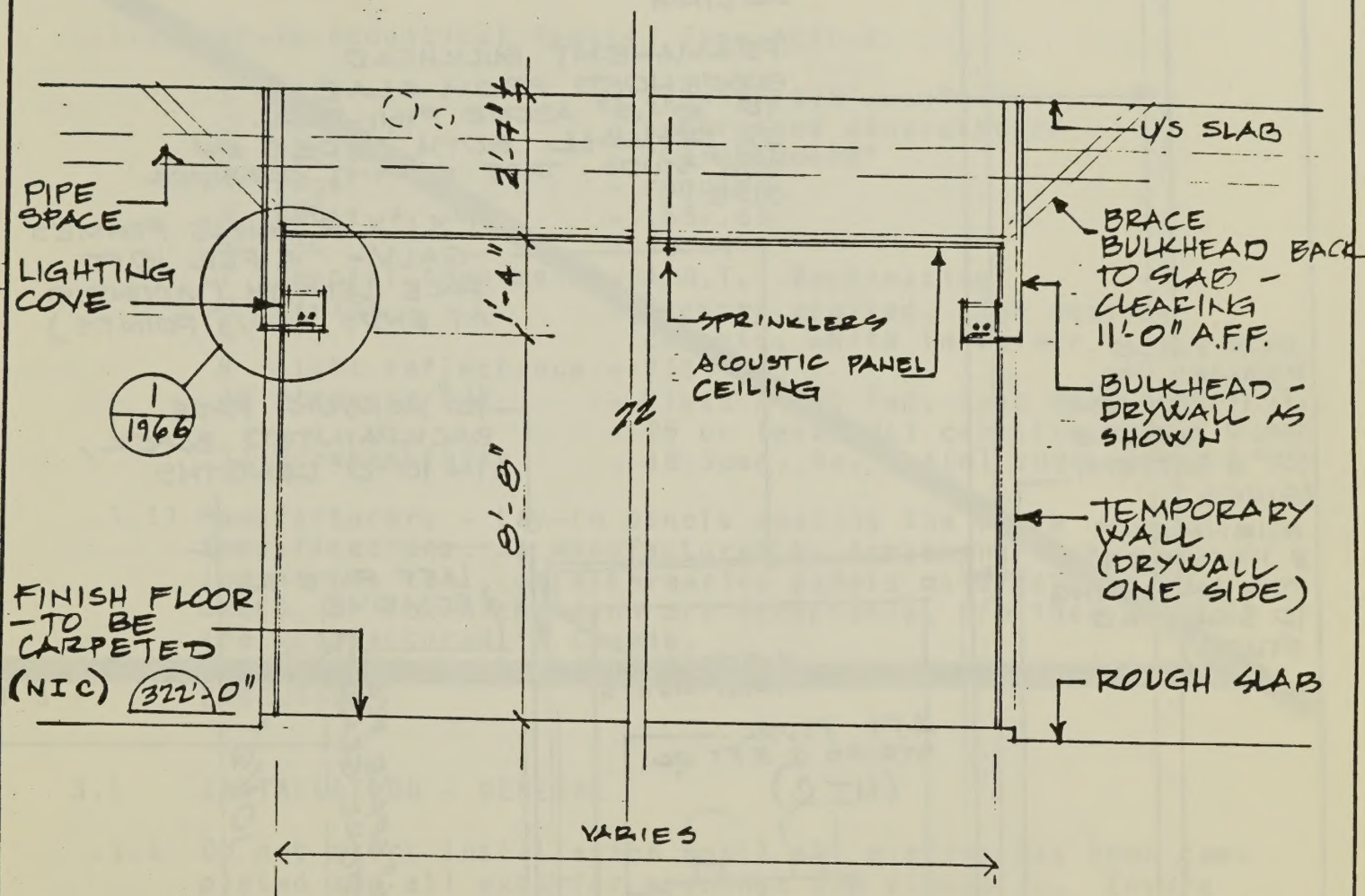
- 1.6.2.1 Extend sprinkler piping and provide new pendant style sprinkler heads in new acoustic panel ceiling.

- .2 Locate and space sprinkler heads to provide coverage and conformance with requirements of the National Fire Protection Association. Locate pendant heads in a symmetrical pattern and in the centre of the ceiling tiles.

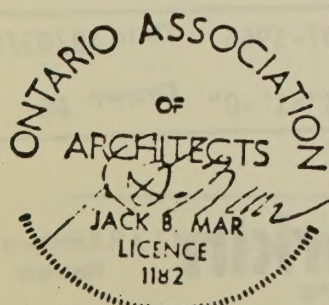
- .3 Pendant sprinkler head will have chrome plated body and escutcheon.

- .4 Sprinkler heads shall be manufactured by Grinnell Company of Canada Ltd., Astra Sprinklers Ltd., Viking Sprinkler Company or approved equivalents.

- 1.6.3.1 Relocate unit heater H-4 from existing location at gridlines 9-X to new location approximately 20'-0" north.
 - .2 Extend all plumbing/piping, electrical and control wiring to facilitate new location. Revise orientation/height of all piping to ensure sufficient clearance over/and avoid interference with new suspended ceiling.
 - .3 Provide new insulation and pipe covering to match adjacent on newly installed extension piping.
- 1.7 Provide concrete topping in areas as shown on Drawing No. 1, Note 1. Match level and finish of adjacent floor.
- 2. REFERENCE
 - 2.1 Drawing No. 1 dated 1986 December
 - 2.2 Detail Drawings 8207-1965 and -1966 dated 1986 March 19.
 - 2.3 Excerpt from Parkin Partnership specification Section 09510 Part 3.

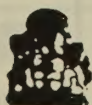


1
1965 SECTION THROUGH
CORRIDOR WALLS
1/4" = 1'-0"



Title TYPICAL WALL CONSTRUCTION
RETAIL CORRIDOR, STREET/MALL LEVEL

Project



THE CORPORATION
OF THE CITY OF
HAMILTON

Hamilton
Trade
Centre &
Arena

No 8207-1965 Date 19/03/86
Scale 1/4" = 1'-0" Drawn AG

Parkin
Partnership

Architects
Planners

TACK WELD
FRAMES TO
1"X1"X1/4" CONT
GALV. ANGLES
TOP & BOTTOM.
(GIVES
ALIGNMENT
& PROVIDES
FOR ANCHORING
TO BULKHEAD
STUDS)

FASTENINGS
REMOVABLE
FROM
BELOW

ACOUSTIC PANEL
CEILING

PERMANENT BULKHEAD
SUSPENDED FROM SLAB
TO 8'-8" ABOVE FIN. FLR.
5/8 DRYWALL BOTH SIDES ON
3 5/8" STUDS. TAPE & PAINT CORRIDOR
SIDE

1"X1"X1/4" ANGLE FRAMES
-GALV.- 4 PER 10 FT.
FACE LENGTH. (MOUNTED
AT ENDS & 1/3 POINTS)

1/4" ACRYLIC FACE
BACKPAINTED BLACK,
IN 10'-0" LENGTHS

LIFT FACE TO
REMOVE

6" SPACE FOR
STORE GRAPHICS
10 1/2"

ZIP TRACK
-CONTINUOUS

4 FT. FLUOR.
STRIPS & 5 FT OC.
(NIC)

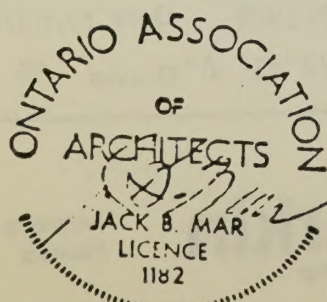
ZIP TRACK - 4 PIECES 4" LONG
PER 10 FT. FACE LENGTH (2 AT
2 AT 1/3 POINTS)

PROVIDE METAL BACKING 5/16"
TO ELIMINATE LIGHT LEAKS
AT JOINTS

18 GA. GALV. STEEL
PAINTED BRONZE
FACE SCREWED TO
FRAMES

10"

TEMPORARY WALL - BELOW
8'-8" 5/8" DRYWALL ONE SIDE
3 5/8" STUDS (REMOVABLE)
OMIT TAPING

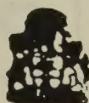


Title LIGHTING COVE DETAIL
CORRIDOR WALLS, RETAIL AREA
STREET/MALL LEVEL

No. 8207-1966 Date 19/03/86

Scale 3"=1'-0" Drawn AG

Project



THE CORPORATION
OF THE CITY OF
HAMILTON

Hamilton
Trade
Centre &
Arena

Parkin
Partnership

Architects
Planners

SECTION 09510 - ACOUSTICAL PANEL CEILINGS (ACPC)

1 MATERIALS (Cont'd)

.1.1 Lay-In Acoustical Panels; Type ACPC-2

- .1 Size - 24"x48"x5/8" nominal
- .2 Material - compressed mineralboard
- .3 Pattern - "Ceramaguard"
- .4 Edge - regular
- .5 NRC - .55-.65
- .6 STC - 40-44
- .7 Special treatment - A.G.T. Backcoating
- .8 Finish - factory applied, high density ceramic, white in colour.
- .9 Light reflectance - 75%
- .10 Flame spread - Class A (US Fed. Spec SS-S-118A)
- .11 Scrubbability - 25 or less, ULI certification
- .12 - 1B Spec. No. AIMI 1000 cycles

- .1.11 Manufacturers - Lay-in panels meeting the above Specifications, as manufactured by Armstrong Cork Industries Ltd., or alternative panels manufactured by CWECO, or Fox-Richardson are acceptable, provided panels are manufactured in Canada.

ART 3 : EXECUTION

3.1 INSTALLATION - GENERAL

- .1.1 Do not start installation until all glazing has been completed and all exterior openings are closed in. Ensure all wet Work other than painting is completed and dried out to a degree approved by Architect before installation is commenced. Maintain uniform temperatures of at least 16°C for 72 h prior to commencement of Work, and maintain temperature until completion.
- .1.2 Install ceiling panels and metal suspension system in accordance with manufacturer's directions. Where manufacturer's directions are at variance with the Contract Documents, consult Architect before proceeding with Work.
- .1.3 Do not commence installation until all Work above suspended ceiling has been completed, inspected and approved.

SECTION 09510 - ACOUSTICAL PANEL CEILINGS (ACPC)

3.2 INSTALLATION - SUSPENSION SYSTEM

- .2.1 Install finished Work rigid, secure, square, level and plumb, framed and erected to maintain dimensions and contours indicated or directed. Make allowance for thermal and structural movement.
- .2.2 Attach hangers to structure with approved inserts and hanger supports.
- .2.3 Support hangers for suspended ceilings grid independent of walls, columns, pipes and ducts and erect plumb.
- .2.4 Space hangers for ceilings at maximum 4'-0" o.c. in both directions. Provide additional hangers as required.
- .2.5 Locate hangers at not more than 6" from ends of main tee members.
- .2.6 Erect suspension systems at required heights and water level to tolerance of 1/8" over 12'-0".
- .2.7 Design suspension systems for a maximum mid-span deflection not exceeding 1/360th of span.
- .2.8 Install exposed tee members to pattern indicated. Securely attach hangers to main tee members.
- .2.9 Exposed tees shall be as long as possible to minimize joints. Make joints square, tight, flush and reinforce with splines. Distribute joints to prevent clustering in one area.
- .2.10 Space tee bars to suit ceiling panels and as detailed, and to accommodate lighting fixtures, diffusers and return grilles.
- .2.11 Co-operate as necessary in the installation of the ceiling making adjustments where required to ensure that lighting fixtures, supply diffusers and exhaust grilles properly fit into ceiling module and finish with rest of ceiling.
- .2.12 Restrict creep inside module panels so that in all cases strips are centred on module lines with tolerance of plus or minus 1/32".
- .2.13 Install edge moulding as detailed where ceiling abuts vertical surfaces. Single mitre all corners. Use maximum lengths to minimize joints.
- .2.14 Make joints square, tight and flush.

SECTION 09510 - ACOUSTICAL PANEL CEILINGS (ACPC)

3.3 INSTALLATION - ACOUSTICAL PANELS

- .3.1 Lay acoustic panels into suspension system and support on flanges of tee members on four sides.
- .3.2 Install acoustical ceiling panels to form a horizontal and level ceiling with all parts flush and in true lines, and to pattern indicated. Border units shall fit neatly against abutting surfaces and shall be supported by perimeter members.
- .3.3 Provide non-modular size panels with perimeter edge to match full size panels.
- .3.4 Distribute variations in colour and texture of panels to obtain a uniform appearance.

3.4 CLEANING AND COMPLETION

- .4.1 Protect Work of this Section. Carefully examine Work on completion and replace uneven or defective Work, eliminate all waves, remedy damaged exposed finished surfaces and remove soiled or stained areas to complete satisfaction of Architect.
- .4.2 Clean dirty and discoloured surfaces of acoustical units and suspension system according to manufacturer's recommendations.

END OF SECTION



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel: 416-526-4450

M E M O R A N D U M

FOR ACTION:

☐

FOR INFORMATION:

☒ X

TO: Copps Coliseum Committee

COPIES TO: Mr. John T. Crane

FROM: Leslee Stewart, Secretary
Copps Coliseum Committee

DATE: 1987 August 18

SUBJECT: Closure of York Street Bridge

RECOMMENDATION:

For information purposes only.

MEMORANDUM from
COPPS COLISEUM

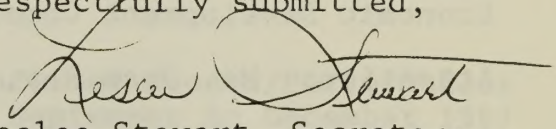
PAGE TWO

BACKGROUND:

At the Copps Coliseum Committee meeting held 1987 July 22, the Secretary was directed to write to the Economic Development Committee, the Engineering Services Committee, the Regional Transportation Services Committee, and the Transport and Environment Committee with respect to the closure of the York Street bridge.

For the committee's information, I have attached a copy of the letter sent to the Economic Development Committee.

Respectfully submitted,


Leslee Stewart, Secretary
Copps Coliseum Committee

attchm.



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

1987 August 7

Alderman Don Ross
Chairman
Economic Development Committee

Attention: Ms. Jean Roy, Secretary

Dear Alderman Ross:

Re: Closure of York Street Bridge

At the meeting of the Copps Coliseum Committee held 1987 July 22, the above referenced subject was discussed. The committee has requested that I express their will that road detour signs be in place by August 22nd in order that those attending the Canada Cup games at Copps Coliseum may be easily rerouted.

It would be appreciated if this item could be addressed by your committee at an early date.

Yours very truly,

Leslee Stewart, Secretary
Copps Coliseum Committee

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
FROM : Joe Tsao, Sales Executive, Copps Coliseum
COPIES TO : B. Conacher, Managing Director/Chief Executive
Officer, HECFI
: J. Crane, Director, Copps Coliseum
DATE : August 19, 1987
RE : Status Report on Confirmed Events/Performances
at Copps Coliseum - September to December 1987

September, 1987

8 Confirmed Events/Performances:

1. Canada Cup - Tournament Games
: Sept. 2nd - U.S.A. vs Canada
: Sept. 6th - U.S.S.R. vs Canada
2. Canada Cup - Playoff Games
: Sept. 8th - Semi-final
: Sept. 13th - 2nd Final
: Sept. 15th - 3rd Final (if necessary)
3. John Denver Concert
: Sept. 16th
4. Hamilton East Lion's Rodeo
: Sept. 19th and 20th

October, 1987

9 Confirmed Events/Performances:

1. 1987 Hamilton International Auto Show
: October 22nd, 23rd, 24th and 25th
2. Steelhawks Regular Season Games
: October 2nd, 16th, 18th, 31st
3. Detroit Pistons vs Houston Rockets - N.B.A.
Preseason Exhibition Game
: October 30th

November, 1987

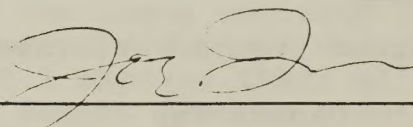
7 Confirmed Events/Performances:

1. Steelhawks Regular Season Games
: November 1st, 6th, 7th, 20th, 22nd, 27th, 29th

December, 1987

6 Confirmed Events/Performances:

1. Steelhawks Regular Season Games
: December 4th, 11th, 13th, 18th, 20th and 27th



JT:mgm

Joe Tsao,
Sales Executive.

1987 August 23

REPORT BY THE DIRECTOR OF COPPS COLISEUM

6.1 Events

On August 13, 1987 at 7:30 p.m. a very important event took place at the Coliseum when 200 hundred invited guests came to witness the unveiling of the Victor K. Copps plaque in honour of the former Mayor who was instrumental in the early stages of developing the concept to construct the major league facility we have today known as the Victor K. Copps Trade Centre/Arena.

Also on the same evening, a portrait of Her Majesty Queen Elizabeth II and the first 50 pictures of the "Wall of Fame" was unveiled. It was a great evening and I am sure that all Hamiltonians will be proud once they have had the opportunity to view the plaque honouring the former Mayor to whom the facility is named after, the portrait of the Queen, and the tremendous art work which comprises the Wall of Fame.

Copps Coliseum was prepared and ready for the pre-tournament exhibition game which took place on Saturday, August 22, 1987. Approximately 11,000 loyal Canadian fans turned out to see the best hockey players in Canada lose to the Soviet Union by a score of 8 to 4. The game itself had its moments of excitement and at the same time there were moments when Team Canada appeared to be inferior and no match for the Soviets. Considering the Soviet team have been together much longer than the Canadian team, the type of game that was displayed was somewhat expected. However, expect a much improved performance from Team Canada when they meet in a very important tournament game on September 6, 1987.

On August 23, 1987 approximately 7,000 fans came to the Coliseum and watched Team Canada defeat the C.S.S.R. team by a score of 4 to 2. Team Canada played much better against the weaker competition and players such as Messier, Gretzsky, Coffey, and company displayed great individual talent and teamwork at various stages of the game.

The next game of the Canada Cup series will be held on August 30, 1987 at Copps Coliseum between Team Canada and Team Finland. This is a tournament game and with Team Canada having the benefit of having an extra week to prepare for the tournament, this should be a very exciting game and series.

6.2 Business

The 1988 Capital Budget submission for Copps Coliseum and The Central Utilities Plant has been prepared by the Director of Copps Coliseum and submitted in accordance with the guidelines set by the City Treasurer.

The condiment tables for the concession stands near the wheel-chair spaces on the Concourse level have been lowered in order to satisfy the needs of the handicapped.

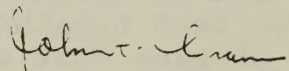
Copps Coliseum's new Client Evaluation Forms have been received from the printer and will be available for responses during the Canada Cup series at the Coliseum.

The new Chairman's Lounge is now substantially complete and will be ready for use during the first tournament game which is scheduled to take place on August 30, 1987.

The Director of Copps Coliseum attended the Annual IAAM Conference in Washington, D.C. which took place from August 1 - 4, 1987. During my time at the Conference, I attended seminars in facilities management which contained such topics as "The Politics of Managing Your Facility", "Getting To Know Your Building and Employees", "Contract Negotiations", and "Industry Trends". I also took the opportunity to attend all Executive Development Workshops which I found to be very interesting and rewarding.

Also while at the Conference, I seized the opportunity to visit the many trade show exhibits which were tastefully on display and contained possibly every conceivable piece of equipment, materials, etc. you require in the day-to-day operation and management of your facility.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L3

Tel 416/526-4450

M E M O R A N D U M

FOR ACTION:

☐

FOR INFORMATION:

☒ X

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1987 August 26

SUBJECT: Energy Report

RECOMMENDATION:

For information purposes only.

Continued /2 ...

BACKGROUND:

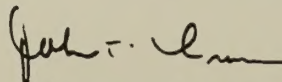
At the Audit and Finance Committee meeting held 1987 July 28, Mr. McFarland, Chairman, requested that I prepare a report on the reasons for reduced energy costs within the Central Utilities Plant.

Since assuming responsibility for the Central Utilities Plant on 1985 June 25, I completed the following projects which I believe to be the main factor in reducing energy consumption and cost;

- a) Upgrading of the Buildings Automation System (computerized) at the Central Utilities Plant. The original system was obsolete and had no graphic capabilities, system print-out, or analysis.
- b) Revisions to piping system at C.U.P. which allowed for the utilization of the gas fired boilers in Hamilton Place. These gas fired boilers which were no longer in use are now providing 75% of the total heating requirements for the buildings on the C.U.P. system. Natural gas being cheaper than electricity to purchase is definitely a major factor in lower energy costs.
- c) Establishment of a computerized preventive maintenance programme. This programme provides for regular maintenance on all of the environmental systems and to ensure that they are operating at maximum efficiency.
- d) Adding the Building Automation System (computerized) to Hamilton Place, this provides the operator at the C.U.P. to stop and start systems as required and eliminates operation when not required.
- e) Installation of a humidity control system at Hamilton Place. This system provides for less utilization of energy in order to provide comfort conditions during the heating season.
- f) A combination of all other items enclosed in a report to Mr. Conacher dated 1985 April 24 with regards to the Central Utilities Plant coming under my direction.

At the conclusion of this calendar year, the Director will provide to the committee a statistical analysis for a full three-year period; 1985, 1986, and 1987, the combined kilowatt hours of consumption in natural gas and electricity in conjunction with the accumulated degree days for each of these calendar years.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

attchm.

FILE COPY.



THE CORPORATION OF THE CITY OF HAMILTON
VICTOR K. COPPS TRADE CENTRE/ARENA
(416) 526-4450

OUR REF: 85-0007-27

1985 April 24

Mr. Brian Conacher
Managing Director
Hamilton Entertainment and
Convention Facilities Inc.

Dear Brian:

In context with the report I submitted to you dated March 16, 1985 regarding the Central Utilities Plant and organizational structure for the Trade Centre/Arena, enclosed please find an outline on objectives, benefits and a sense of direction we should follow in operating, maintaining and managing our facilities in the most effective and efficient manner.

The objectives outlined in this report are the reason the organizational structure outlined in Exhibit 3 was developed and will allow us to achieve these objectives.

Yours truly,
COPPS COLISEUM

A handwritten signature in cursive script, appearing to read "John T. Crane".

John T. Crane
General Manager

JTC:ls
encl.

cc's to: Mr. Lou Sage
Chief Administrative Officer

Mr. Don Heintz
Assistant to the Director
of Public Works



THE CORPORATION OF THE CITY OF HAMILTON
VICTOR K. COPPS TRADE CENTRE/ARENA
(416) 526-4450

1985 April 24

OBJECTIVES OF CENTRAL UTILITIES PLANT COMING UNDER THE
JURISDICTION OF THE TRADE CENTRE/ARENA

Energy costs for Hamilton Place, Convention Centre and the Trade Centre/Arena when in operation will cost in excess of one million dollars per year.

With these extremely high costs in mind, it is extremely important that we operate, maintain and manage our energy users by means of the latest technology and management systems available to us.

Objectives of the General Manager, Trade Centre/Arena would be:

1. Upgrade the existing Central Control System to the latest standards
 - (a) The existing system to a large degree is outdated and non-functional
 - (b) Extend the updated Central Control System to operate Hamilton Place and City Hall. Neither of these facilities have Central Control capabilities.
2. Prepare and implement an extensive Preventive Maintenance Program
 - (a) Heating, ventilating and air conditioning systems
 - (b) Building structures; ensure all building

components are tight and eliminate infiltration and exfiltration of air

- (c) Electrical systems
- (d) Ice making systems and processes
- (e) Fire alarm and detection systems

3. Prepare and implement an ongoing Energy Management Program

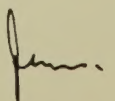
- (a) Controls for peak demand. Shut-down of non-essential equipment at peak conditions
- (b) Automatic start-up and shut-down of equipment from Central Control Plant. A good automatic Control System is definitely an energy saver
- (c) Temperature and humidity control
- (d) Constant charting and energy evaluation.

4. Keeping abreast of new technology as it relates to Facilities Management

- (a) With technology changing so rapidly it is very important for staff to keep-up with the new ideas and systems and incorporate them into our systems when necessary
- (b) Competent Operations staff is very important.

5. Review and negotiate all service contracts associated with the operations and maintenance of facilities and equipment

- (a) It is important that you are receiving maximum service for the life of the contract
- (b) You must understand the technical details of the contract
- (c) Look for possible savings in service contracts



6. Review Roving Patrol Operations as they now exist

- (a) Determine if Roving Patrols is productive and cost efficient
- (b) Determine if good Central Control could eliminate Roving Patrol Operations completely.

7. Review Operating Engineers Act

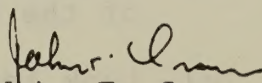
- (a) How many Operating Engineers do we require under the Act
- (b) Once that is determined, what skills are required in place of Operating Engineers in order to obtain our goals and objectives.

8. Separate operations requirements from maintenance operations

- (a) This item is related to Item 7
- (b) Maintenance and operations is more cost effective and productive when they are separated.

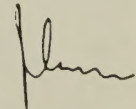
9. Review all lighting systems and determine illuminaires and candle power requirements

- (a) In most cases all facilities have more lighting than is normally required or needed
- (b) Reduced lighting will reduce electrical demand, thus the possibility of many dollars in savings
- (c) Review service contracts with regards to lighting, ie. Hamilton Place, and Convention Centre. We could do our own lighting changing, thus further savings.


John T. Crane
General Manager

BENEFITS DERIVED FROM OBJECTIVES OF CENTRAL UTILITIES PLANT COMING
UNDER THE JURISDICTION OF TRADE CENTRE/ARENA

- A more streamlined operations and maintenance of work force.
- Many thousands of dollars in savings in energy and maintenance through planned and detailed preventive maintenance and Energy Management Programs. The cost of energy for Hamilton Place, Convention Centre, and Trade Centre/Arena will be in excess of one million dollars per year.
- Many thousands of dollars in manpower savings by allocating work force to include trade centre/arena.
- Maintaining life cycle of equipment and facilities by keeping abreast of new technology with the result being lower operating and capital costs.
- Review and negotiate all service contracts associated with the Operations, Maintenance and Management of facilities with further possible savings in mind.



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF STAFF
WASHINGTON, D. C.

1. The purpose of this report is to provide a summary of the results of the study conducted by the Department of the Army, Office of the Chief of Staff, regarding the effectiveness of the Army's current training program. The study was conducted over a period of six months and involved a review of the training program, interviews with personnel involved in the program, and a survey of the opinions of the personnel.

2. The results of the study indicate that the current training program is generally effective in providing the necessary knowledge and skills for the personnel. However, there are several areas where the program could be improved. These areas include the need for more practical training, the need for more frequent evaluations, and the need for more comprehensive coverage of the subject matter.

3. The following recommendations are made to improve the training program:

- a. Increase the amount of practical training.
- b. Increase the frequency of evaluations.
- c. Provide more comprehensive coverage of the subject matter.

[Handwritten signature]

4. The Department of the Army, Office of the Chief of Staff, is committed to providing the best possible training for its personnel. The results of this study and the recommendations made above are being used to guide the development of the future training program. It is the hope that these changes will result in a more effective training program that will better prepare the personnel for their duties.

5. The Department of the Army, Office of the Chief of Staff, is grateful for the cooperation and assistance of the personnel involved in the study. It is hoped that the results of this study will be useful to other departments and organizations.

[Handwritten signature]
Major General
The Adjutant General

5.1.1 Copps Coliseum Committee Minutes of July 22, 1987

COPPS COLISEUM COMMITTEE

Wednesday, July 22, 1987

11:30 A.M.

Copps Coliseum Board Room

PRESENT: Alderman T. Murray, Chairman
Mr. D. Beattie, Vice-Chairman
Mr. T. Casey
Alderman J. Gallagher
Mr. W. McFarland
Alderman B. Hinkley, Chairman, HECFI

REGRETS: Mr. D. Braley

ALSO

PRESENT: Mr. B. Conacher
Mr. J. Crane
Mr. J. Leuser
Ms. L. Stewart, Secretary

The Chairman called the meeting to order at 11:40 a.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE CONVENED AT 1:32 P.M.

THAT THE IN CAMERA MINUTES OF JUNE 24, 1987, BE APPROVED.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS COLISEUM - AUGUST TO NOVEMBER 1987, BE RECEIVED FOR INFORMATION.

THAT THE COPPS COLISEUM NOT BE CONSIDERED AS THE SITE TO HOST THE 1991 LABATT BRIER.

THAT THE REPORT AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM ON THE ONE MILLIONTH PATRON, BE RECEIVED FOR INFORMATION.

THAT THE REPORT ENTITLED CONTINGENCY PLAN FOR MARKETING THE PRIVATE BOXES IN COPPS COLISEUM, AS SUBMITTED BY MR. BRIAN K. CONACHER, MANAGING DIRECTOR/CEO, HECFI, BE APPROVED.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE ADJOURNED AT 2:10 P.M.

The Chairman advised the committee that the order of business will be altered in order that Mr. Burton Kramer may make his presentation at the beginning of the meeting since he has arrived from Toronto.

2. Business Arising From The Minutes

2.3 Exterior Electronic Signage

The Director of Copps Coliseum introduced Mr. Burton Kramer of Burton Kramer and Associates Limited of Toronto.

Mr. Kramer advised the committee that the original design was a three-sided conventional-type sign used at facilities similar to Copps Coliseum. He advised that he has developed a new design following a request to incorporate a two-sided electronic sign with a second deck to be utilized for the purpose of advertising. He mentioned that he has designed the signs in place at both the O'Keefe Centre and Union Station in Toronto. He added that the top deck of the new proposal is a trivision unit and allows nine (9) different images, and further that this new sign has something for cars, people and advertising.

Mr. Casey inquired about how the tubular steel on the new design will be treated. Mr. Kramer advised that the steel and all the hinges, etc. will be weather-treated and can be colourful or tied-in to the Copps Coliseum colours. Mr. Casey mentioned that the concrete blocks at the base of the structure could be a haven for spray paint type vandalism. Mr. Kramer mentioned that this could be a problem since the City of Toronto has had this problem for years and there appears to be no solution. Members of the committee expressed concern such as height, location, aesthetics, site lines, etc. about the new proposed sign. Members of the committee agreed that aesthetics should not be compromised and that they preferred the original conventional-type signage.

Mr. Beattie mentioned that the committee should make a decision to install a sign and wanted to know on whose direction Mr. Kramer spent the time on this new proposal. Mr. Conacher mentioned that the request came from management and since signs are very expensive, this committee has not made a mistake because the committee is still carefully researching all avenues before making a decision. He further added that the physical needs have been satisfied, however, the aesthetic needs have not. he added that Mr. Kramer has addressed our requirements, electronic sign centre and advertising.

The committee adjourned at 12:40 p.m. to view the corner of York and Bay Streets.

The meeting convened at 12:50 p.m.

It was clarified that on the original design, the electronic message centre could also be utilized for advertising.

MOVED by Alderman Gallagher, seconded by Alderman Hinkley that

THE ORIGINAL DESIGN OF THE EXTERIOR ELECTRONIC SIGNAGE, WITH TWO-SIDES, AS SUBMITTED BY MR. BURTON KRAMER OF BURTON KRAMER AND ASSOCIATES LIMITED, TORONTO, ONTARIO, BE APPROVED.

MOTION CARRIED.

Mr. Beattie was opposed.

The motion approved by Alderman Gallagher, seconded by Alderman Hinkley and opposed by Mr. Beattie, that "The original design of the exterior electronic signage, with two-sides, as submitted by Mr. Burton Kramer of Burton Kramer and Associates Limited, Toronto, Ontario, be approved.", be rescinded in a motion moved by Alderman Gallagher, seconded by Mr. Beattie. Following discussion it was,

MOVED by Alderman Gallagher, seconded by Alderman Hinkley that

MR. BURTON KRAMER OF BURTON KRAMER AND ASSOCIATES LIMITED, TORONTO, ONTARIO, SUBMIT TO THE COPPS COLISEUM COMMITTEE A CONCEPT OF A TWO-SIDED ELECTRONIC SIGN, IDENTICAL IN CONCEPT TO THE ORIGINAL DESIGN AS PREVIOUSLY SUBMITTED INCLUDING SUCH DETAILS AS SIZE, COLOUR, DIMENSIONS, MATERIALS, ETC.

MOTION CARRIED.

The Chairman of the Copps Coliseum Committee was opposed.

Mr. Kramer advised the committee that he may be able to have this concept ready as soon as ten days time. Mr. Kramer further advised the committee that since electronic signs are quite expensive many of his clients request that he prepare a model so that they may get a more complete picture of how the sign will look when completed. He further mentioned that the model may cost somewhere in the neighbourhood of \$1,000.00. Following discussion it was,

MOVED by Mr. Beattie, seconded by Alderman Gallagher that

MR. BURTON KRAMER OF BURTON KRAMER AND ASSOCIATES LIMITED, TORONTO, ONTARIO, BE AUTHORIZED TO PROCEED WITH A MODEL OF THE TWO-SIDED ELECTRONIC SIGN AND THAT THE COPPS COLISEUM COMMITTEE MEMBERS BE POLLED BY THE DIRECTOR OF COPPS COLISEUM ON THE COST OF THE MODEL.

MOTION CARRIED.

Mr. McFarland and the Chairman of the committee were opposed.

1. Minutes of June 24, 1987

1.2 Motion for Approval

MOVED by Alderman Hinkley, seconded by Alderman Gallagher that

THE MINUTES OF JUNE 24, 1987, BE APPROVED.

MOTION CARRIED.

2. Business Arising From The Minutes

2.1 Unveiling Ceremony

MOVED by Alderman Gallagher, seconded by Alderman Hinkley that

THE REPORT SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM ENTITLED UNVEILING OF VICTOR K. COPPS PLAQUE, THE NAMES OF THE MEMBERS OF HAMILTON CITY COUNCIL DURING CONSTRUCTION, THE CONSTRUCTION COMMITTEE, THE INTERIM BOARD OF DIRECTORS OF HECFI, THE FIRST OFFICIAL BOARD OF DIRECTORS OF HECFI AND A PORTRAIT OF QUEEN ELIZABETH II, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Alderman Gallagher mentioned that in future, items should not appear before the committee once they have been proceeded with.

2.2 Wall of Fame

MOVED by Alderman Gallagher, seconded by Alderman Hinkley that

THE COPPS COLISEUM COMMITTEE CONCUR WITH THE SUGGESTION PUT FORTH BY THE WALL OF FAME COMMITTEE THAT THE "WALL OF FAME" BE INTRODUCED AT A SPECIAL "MEDIA EVENT" TO BE HELD THE EVENING OF THURSDAY, AUGUST 13, 1987, WITH INVITATIONS SENT TO THE MEDIA AND TO SOME INDIVIDUALS AND FAMILIES INVOLVED IN THE INDUCTION PROCESS.

MOTION CARRIED.

The Director of Copps Coliseum advised that the committee at their meeting held 1987 February 3 approved \$15,530.00 for the purchase of fifty wall hangings and \$5,000.00 for their installation. Alderman Gallagher requested that the Secretary place, for discussion, on the next committee agenda an item

to deal with funding for ongoing/future pictures for the Wall of Fame.

2.3. Exterior Electronic Signage

This item was dealt with earlier by the committee.

3. Marketing

3.1 Status Report on Confirmed Events at Copps Coliseum - August to November 1987

MOVED by Mr. McFarland, seconded by Mr. Casey that

THE STATUS REPORT ON CONFIRMED EVENTS AT COPPS COLISEUM - AUGUST TO NOVEMBER 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Capital Construction Items

4.1 C.U.P. - Supply and Install Three Wet Decks - Marley Canadian Inc.

The Director explained that these are the cooling towers at City Hall.

MOVED by Alderman Hinkley, seconded by Mr. McFarland that

THE TENDER RECEIVED FROM MARLEY CANADIAN INC. IN THE TOTAL AMOUNT OF \$21,404.28 FOR THE REPLACEMENT OF THREE (3) WET DECKS AT THE CENTRAL UTILITIES PLANT BE ACCEPTED, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

5. New Business

5.1 Consolidated Unaudited Operating Results for HECFI for the Six Month Period Ended June 30, 1987

MOVED by Mr. McFarland, seconded by Mr. Beattie that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE SIX MONTH PERIOD ENDED JUNE 30, 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Alderman Gallagher mentioned that the summary page should be sent to the Members of Hamilton City Council for their information.

5.2 Unaudited Operating Results for the C.U.P. for the Six Month Period Ended June 30, 1987

MOVED by Mr. McFarland, seconded by Mr. Casey that

THE UNAUDITED OPERATING RESULTS FOR THE C.U.P. FOR THE SIX MONTH PERIOD ENDED JUNE 30, 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Alderman Gallagher mentioned that this summary page should also be sent to City Council.

5.3 Copps Coliseum - Outside Landscaping

The Director of Copps Coliseum made a verbal report to the committee advising that he has talked to Mr. Jim Pook, City Arborist and Horticulturist regarding the raised planters outside Copps Coliseum. It was brought to Mr. Pook's attention that these planters require new plants since they appear to be overgrown and fail to complement the building. The Director explained that since the planting season is over for 1987, Mr. Pook will clean up the planters for the Canada Cup series and next year he will plan a design for the outside planters and also maintain the plants.

The committee received for information the verbal report made by the Director of Copps Coliseum.

5.4 Hamilton Minor Hockey Championship and Ringette Tournament Events

Alderman Gallagher mentioned to the committee that these events have worked well. He further advised that they have been positive for the City, the staff and the Members of the Board. Alderman Hinkley advised that the motion as referred to the Copps Coliseum Committee is incorrect. He stated that he believed he made the motion and the intent of the motion was for the Copps Coliseum Committee to discuss placing funds for these events in their budget.

MOVED by Alderman Gallagher, seconded by Alderman Hinkley that

THE DIRECTOR OF COPPS COLISEUM, IN FUTURE, INCLUDE IN THE COPPS COLISEUM BUDGET AN APPROPRIATION OF FUNDS THAT COPPS COLISEUM WILL HOST THE HAMILTON MINOR HOCKEY CHAMPIONSHIP AND THE RINGETTE TOURNAMENT EVENTS.

MOTION CARRIED.

Alderman Hinkley mentioned that this is the right decision for the City, and Alderman Gallagher should be congratulated for all his work on these events.

6. Report by the Director of Copps Coliseum

MOVED by Alderman Hinkley, seconded by Alderman Gallagher that

THE REPORT AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Alderman Hinkley asked about the status of the pipes. The Director explained that all testing on the pipes has been completed and there are no leaks. The glycol is in the system and is under pressure. Ice will be made approximately the first week in August. Mr. Casey inquired about curing time. The Director explained that 28 days is the maximum for curing.

7. Other Business

7.1 Closure of York Street Bridge

Mr. Conacher suggested that concern should be expressed to those in authority that detouring signs are required for those coming from Toronto for the Canada Cup games. The Chairman advised that this item was discussed at the Regional Transportation Services Committee meeting yesterday. The Director explained that he spoke to Mr. L. Franco of the Engineering Department on this matter yesterday. The Secretary was directed to write to the Chairmen and Members of the Transport and Environment Committee, the Regional Transportation Services Committee, the Engineering Services Committee and the Economic Development Committee advising them that detour signs must be in place by August 22nd in order that those attending the Canada Cup games can be easily rerouted.

8. Unfinished Business

The committee duly noted the Unfinished Business.

9. Adjournment

MOVED by Mr. Beattie, seconded by Mr. Casey that
THE MEETING ADJOURN AT 1:30 P.M.

MOTION CARRIED.

Taken as read and approved,

Alderman T. Murray, Chairman

Leslee Stewart, Secretary

5.2 Hamilton Convention Centre Committee Eighth Report

Please Note:

Item 1 received approval by the Audit & Finance Committee at its August 31st meeting.

REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF AUGUST 28, 1987

The Hamilton Convention Centre Committee presents its EIGHTH REPORT for 1987 as follows:-

1. Enclosing Fire Exit Stairwells

This item was introduced as New Business, and not for information, as it would be necessary for approval to be obtained from the Audit and Finance Committee and the Board of Directors for capital to be transferred. It was moved, seconded and carried -

THAT \$25,000 BE TRANSFERRED FROM THE CAPITAL FUNDS AV ACCOUNT TO THE "OTHER" CAPITAL ACCOUNT, IN ORDER TO PROVIDE SUFFICIENT FUNDS TO COVER THE COST OF ENCLOSING FIRE EXIT STAIRWELLS AT THE CONVENTION CENTRE.

For the information of Members of the Board, supporting material for this item is attached as APPENDIX "A".

2. Kitchen Expansion

This was a verbal report by the Director, who stated that the Architect had been furnished with new drawings by the Executive Chef, and that a report would be forthcoming at the next regular meeting of the Committee.

3. Director's Report for the month of July, 1987

This report was received for information, together with a report from the Director on his attendance at the annual convention of the IAAM held early in the month. Copies are attached together as APPENDIX "B".

4 Correspondence

This item was received for information.

5. Client Evaluations

This item was received for information.

6. Summary of Revenue and Expenditures for July, 1987

This report was discussed and received for information. A copy will be appended to the Report of the Audit and Finance Committee.

Respectfully submitted,

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary



HAMILTON CONVENTION CENTRE

FROM: William J. Penfold, Director DATE: August 21, 1987
Hamilton Convention Centre

FOR ACTION XXX FOR INFORMATION _____
HAMILTON CONVENTION CENTRE and
TO: B O A R D (OR) AUDIT/FINANCE COMMITTEES XXX

SUBJECT:

Enclosing Fire Exit Stairwells at Convention Centre

RECOMMENDATION:

That \$25,000 be transferred from the Capital Funds AV Account to the "Other" Capital Account.

BACKGROUND:

Attached is self-explanatory correspondence from the Operations Manager of the Hamilton Convention Centre, outlining construction to enclose the Fire Exit Stairwells at the Convention Centre.

The cost to complete the project is \$9,790, and can be approved by the Managing Director; painting will be carried out by the City Property Maintenance Department.

There are not enough funds in the Contingency Section of the Capital Account to cover this expenditure; however, there is an amount of \$25,000 in the AV Account which will not be expended in 1987. This \$25,000 should be transferred to the "Other" Capital Account.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.

MEMORANDUM FOR THE RECORD

TO : THE DIRECTOR, FBI
FROM : SAC, NEW YORK
SUBJECT: [Illegible]

RE: [Illegible]
[Illegible text block]

[Illegible text block]

[Illegible signature and text]

[Illegible text block]

M E M O R A N D U M

MEMO TO: William Penfold *W/P*
FROM: Stephen Dockman
DATE: August 6th, 1987
SUBJECT: Enclosing Fire Exit Stairwells

Since the opening of the facility in June 1981, there has been a constant problem with vandalism, graffiti and vagrancy in the fire exit stairwells leading from the Chedoke Foyer to the Civic Square Plaza, as well as the stairwells leading to Summers Lane and McNab Street.

These areas have become a resting place for vagabonds and derelicts alike, particularly the stairwells from Chedoke Foyer. The condition and appearance of the walls, staircases and stairwells leave something to be desired, not to mention the security and maintenance problem that this has created.

In order to alleviate this problem, it is necessary to enclose all stairwells with panic hardware doors. The City Architect was advised of our problem and specifications were drawn up, a copy of which are attached for your reference.

Quotations for the completion of the project were obtained by the City Purchasing Department as follows:

James Pollock Interior Wall & Ceiling Systems	\$ 9790.00
Ruffell Construction Limited	\$14130.00

Both prices are inclusive of all taxes.

I recommend we proceed with these alterations and accept the tender from John Pollock Interior Wall & Ceiling Systems to complete the project for a total cost excluding painting of \$ 9790.00.

Stephen H. Dockman
Stephen H. Dockman
Operations Manager

SHD/lp



THE CORPORATION OF THE CITY OF HAMILTON

City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

- 6 -

ALTERATIONS AT HAMILTON CONVENTION CENTRE

Quotation #C11-39-87 is being recalled with the following noted deletions:

Page 1 of Specifications

B. iii) ...and two (2) coats of alkaline semi gloss enamel paint. The colour shall be approved by the owner.

B. iv) Deleted in its entirety

SPECIFICATION
FOR
ALTERATIONS AT CONVENTION CENTRE

SCOPE OF WORK:

A. Civic Plaza W. Side of Convention Centre (see sketches pages 1 - 4 incl)

i) Pedestrian Arcade Level:

A partition to block the use and entry of staircase from 2nd. floor to lower floor (Summers Lane) (sketch on page 4). The partition shall be steel-stud and gypsum board partition with plywood backing and Two (2) double steel door - approx. 3 ft. 8" wide x 7 ft. 4" high each door c/w centre mullion, frame, panic bars and tumbler locks, thresholds and weather stripping. (see sketch on pages 3 - 4)

ii) Lower level at Summers Lane:

Supply and install:

One single steel door - approx 3 ft. 6" wide x 7 ft. 0" high c/w frame, panic bar and Tumbler lock (sketch on pages 1 & 2)

B. MacNab Street E. Side of Convention Centre (see sketches 5 and 7 incl.)

Between First (1st) and Second (2nd) Floor Level:

Supply and install:

One (1) double steel door (approx. 3 ft 0" x 6 ft. 10" high) each door c/w frames, panic bars and tumbler locks. The centre mullion shall be removable. Frames and doors shall be labelled "C" (3/4 hr. fire rating)

The remaining opening shall be filled with a sandwich type steel partition which shall have 3/4 hr. fire rating also.

NOTE:

- i) All locks shall suit the existing "MASTER KEY SYSTEM - SCHLAGE" in the Hamilton Convention Centre.
- ii) All measurements shall be verified by the bidder prior to manufacture
- iii) All steel parts shall be primed with non lead primer i.e. zinc chromate.
- iv) Deleted
- v) All building permits shall be acquired and paid for by the successful bidder.
- vi) For site visits and/or further information call:
Fred Eckenrath, Property Maintenance Co-ordinator, 526-2784
from 9:00 a.m. to 5:00 p.m.

THE CORPORATION OF THE CITY OF HAMILTON

REVISED

FORM OF QUOTATIONSUPPLY & INSTALLATION FOR ALTERATIONS
AT THE HAMILTON CONVENTION CENTRE

Mr. T. Bradley
Manager of Purchasing
City Hall, Hamilton

Dear Sir:

We, the undersigned, herewith agree to Supply & Install Alterations to
Hamilton Convention Centre

in accordance with specifications issued by the Manager of Purchasing
July 17, 1987, at the following price :

TOTAL NET PRICE
Including All Taxes

\$ 9790.00

NOTE: IF NOT SUBMITTING A PRICE, IN ORDER TO REMAIN ON BIDDERS' LIST FOR
THIS PRODUCT OR SERVICE, THIS FORM MUST BE RETURNED BY DUE DATE AND
TIME WITH A BRIEF EXPLANATION WHY YOU ARE UNABLE TO BID.

Work To Commence 14 Days From Receipt of Order
Work To Be Completed 14 Days From Start

JAMES POLLOCK. INTERIOR WALL & CEILING SYSTEM.
Name of Company

143 HESTER ST. UNIT 6. HAM. ONT. L9A.2N9.
Street Address of Company, including postal code

James Pollock
Authorized Signature

JAMES POLLOCK.
Please Print

(416) 383-1852
Telephone Number

July 27
Date of Quotation

111

THE CORPORATION OF THE CITY OF HAMILTON

REVISED

FORM OF QUOTATION

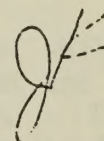
SUPPLY & INSTALLATION FOR ALTERATIONS
AT THE HAMILTON CONVENTION CENTRE

Mr. T. Bradley
Manager of Purchasing
City Hall, Hamilton

Dear Sir:

We, the undersigned, herewith agree to Supply & Install Alterations to
Hamilton Convention Centre

in accordance with specifications issued by the Manager of Purchasing
July 17, 1987, at the following price :



TOTAL NET PRICE
Including All Taxes

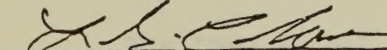
\$ 14,130.00

NOTE: IF NOT SUBMITTING A PRICE, IN ORDER TO REMAIN ON BIDDERS' LIST FOR
THIS PRODUCT OR SERVICE, THIS FORM MUST BE RETURNED BY DUE DATE AND
TIME WITH A BRIEF EXPLANATION WHY YOU ARE UNABLE TO BID.

Work To Commence 30 Days From Receipt of Order
Work To Be Completed 7 Days From Start

RUFFELL CONSTRUCTION LIMITED
Name of Company

256 Parkdale Avenue North, Hamilton, Ontario L8H 5X7
Street Address of Company, including postal code


Authorized Signature

L.G. (Len) Clarke, Sales & Marketing Mgr.
Please Print

(416) 545-7181
Telephone Number

July 27, 1987
Date of Quotation



HAMILTON CONVENTION CENTRE

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE FROM THE DIRECTOR FOR JULY, 1987

August 21, 1987

INTRODUCTION

1987 continues to be a banner year!

July was our best July ever with over \$100,000 in revenue, which was 77% over 1986. Our total revenue figures for 1987 are now 24% over 1986.

SALES

Future sales are filling in well for the rest of the year, while June and July were down when compared to 1986. July was over budget and once a new Salesperson comes on-stream, future sales will increase. The new Salesperson has accepted the position and has been employed from the Finance Department of the Regional Municipality of Hamilton-Wentworth. He is a young McMaster graduate, brought up in Hamilton, who has a Bachelor of Commerce degree in Marketing. He is very presentable and well-spoken, and will do well in the Corporate Sales Division of the Convention Sales Department. His name is Vincent Guglielmo and he commences employment with the Corporation on September 14, 1987.

Meanwhile, it is expected that Patsy Morgan will return at the end of October, and at that time, the Sales Department will be complete, with three salespersons, one in local sales, one in association sales and one in corporate sales, reporting to a Sales Manager. I then expect an increased sales year for 1988, all things being equal with the economy.

OPERATIONS

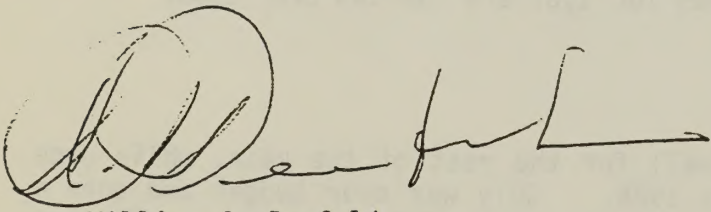
Four different organizations held their conventions at the facility during July. The School Bus Operators (350), the Six Nations Council (100), the Canadian Hospital Engineering Society (500) and the Respiratory Society (300) brought a total of 1250 delegates to the area for a rippling effect during July of \$1.7 million. Bringing this much-needed revenue to the community, together with the tourism for the summer months, gives the Hamilton-Wentworth Area a big boost.

The "New Faces", a Hamilton entertainment group, have been singing with a very professional sound at various functions in and around Hamilton. The Centre was very proud to donate part of the Wentworth Exhibition Hall for

practice to this group. The fact that they had a large space to practise in during the summer months was very much appreciated by Mr. David Dayler, the Manager of the Group.

The summer months are almost over, and the Centre has used the empty days to bring the facility up to its high appearance standard. Carpets and furniture have been steam-cleaned; carpet pieces have been re-bound; casual furniture has been reupholstered; the walls have been plastered and painted; partition walls in Albion and Webster have been refurbished; track lighting has been installed in Chedoke, and finally, floors in the main lobby, Wentworth Concourse, the washrooms and the Bridge, have been refinished and sealed.

Enclosed, members will find the Report of the Director on his attendance at this year's meeting of the International Association of Auditorium Managers.



William J. Penfold
Director
Hamilton Convention Centre

WJP:bg



HAMILTON CONVENTION CENTRE

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE

FROM THE DIRECTOR

ON THE ANNUAL CONVENTION OF THE

INTERNATIONAL ASSOCIATION OF AUDITORIUM MANAGERS

AUGUST 01, TO AUGUST 05, 1987

The Director attended the annual convention of the International Association of Auditorium Managers in Washington, D.C. from August 01, 1987 to August 05, 1987.

On August first, there were four seminars: one on "Development, Negotiations, Implementations and Alterations of Contracts"; another on "Tailoring Your Facilities to Maximize your Bookings - Funding Capital Improvement Projects"; "Is Your Building User-Friendly?"; and "Industry Trends - What the Future has in Store".

In the afternoon, there was an Executive Development Series on "Organized and Creative Thinking for Planning and Problem Solving". The seminar taught analytical skills, which if successful, will allow management to complete tasks with excellence and become solution-oriented decision makers and problem solvers.

On the Sunday, Mr. Dennis Waitley of the University of Southern California, was the Keynote Speaker, and gave a presentation on "Synergism - Putting it Together to Win". Mr. Waitley is a behavioral psychologist by training and his opening address spoke on personal development, achievement and motivation, and the idea of "Synergism" - stretching beyond working relationships to encompass a winning way of thinking.

Also on Sunday, the Trade Show opened, with a feature for the Hamilton Convention Centre being the Facility Management System represented by "RICORP" and the "GLOBE" Information System. There is no doubt that "RICORP" is head and shoulders ahead of the Globe Company, and most of the computer systems that are required for HECFI and the city arenas are available with this advanced system. RICORP calls its Facility Management System "ConCentRICS" and the main menu for the system and the option descriptions for the software are attached for the members' information. I will be writing a Request for Project (RFP) very soon for the Facility Management System for HECFI, together with the Director of Finance, and the RICORP System will be looked at very closely.

..... 2

Finally, on Sunday, there were two seminars, one on Fire Codes and the other on "Servicing the Needs of the Client", which were both apropos to Convention Centre Managers.

On Monday morning, August 3rd, an exceptional seminar was held by way of a Professional Development Workshop entitled "Creating the Magic - Servicing America" with the workshop led by Barbara Duncan, who runs the Disney University in Anaheim, California. Her lectures were mainly about how pay, recognition, and involvement, and the right ingredients of each motivate both full-time and part-time employees to produce the excellence for which Disneyland and Disneyworld are so famous.

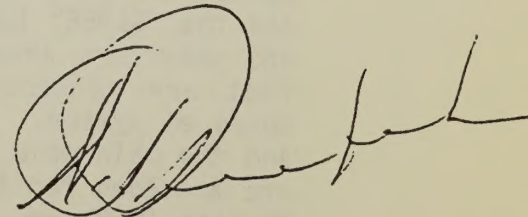
The University was established to train employees in a service-oriented attitude and to create a diverse curriculum of human resource development programmes. Many of the ideas gained from the results of the research of the University can be used at the Convention Centre, and I will hopefully be preparing a "Service Plan" similar to a Marketing Plan, to present to the Committee for 1988, based on much of the theory of the University.

Further special facility seminars were held on Monday afternoon, and included information on Industry publications, with lectures given by Mr. Richard Shaff of the San Francisco Convention Facilities.

On Tuesday, there were various district meetings with a business meeting held until the noon hour. Joint Special Facility Seminars were held in the afternoon, and the Convention ended on Wednesday morning with a Board of Directors' meeting.

Like last year, this Convention continues to be the premier event for the year. Not only is there a lot to be learned in the seminars, but the one-on-one conversations with convention centre directors based both in the United States and Canada, add to the experience.

It is therefore strongly recommended that the IAAM Annual Convention be included in next year's budget for the Director.



William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.

ConCentRICS

Main Menu

OPTION DESCRIPTION

- 1 Scheduling Administration
- 2 Event Administration
- 3 Accounting Control for Events
- 4 Booking Analysis
- 5 Calendars
- 6 Local Area Events
- 9 System Administration
- 10 Electronic Mail
- 12 Word Processing
- 14 Spread Sheet
- 20 Sales/Marketing Administration
- 41 Food Administration
- 42 Operations Administration
- 43 Security Administration
- 44 Stockroom Inventory
- 45 Environmental Control
- 46 Telephone Administration
- 60 Accounting Administration
- 80 Names and Addresses
- 85 Employee Attendance Register
- 90 Documentation

UNCLASSIFIED

Page 10

SECTION 10

1. The first part of the document is a list of the names of the persons who were present at the meeting.

2. The second part of the document is a list of the names of the persons who were not present at the meeting.

3. The third part of the document is a list of the names of the persons who were present at the meeting.

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26. The twenty-sixth part of the document is a list of the names of the persons who were not present at the meeting.

27. The twenty-seventh part of the document is a list of the names of the persons who were present at the meeting.

28. The twenty-eighth part of the document is a list of the names of the persons who were not present at the meeting.

5.2.1 Hamilton Convention Centre Committee
Minutes of July 24, 1987

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, July 24, 1987

8:00 o'clock a.m.

Albion "C", HCC

PRESENT: Mr. Terry E. Yates, Chairman
Alderman Reg Wheeler, Vice-Chairman
Mr. Duncan M. Beattie
Mr. Norman Levitt

ALSO PRESENT: Alderman Brian Hinkley, Chairman
of the Board of Directors, HECFI
Mr. Brian J. Conacher
Managing Director and CEO, HECFI
Mr. William J. Penfold
Director, Hamilton Convention Centre
Mr. John A. Leuser, Director
Finance/Administration, HECFI
Mrs. B. Goddard, Secretary

ABSENT: Mr. David O. Braley - regrets
Mr. Fred Bogden, Director
Marketing/Sales Division, HECFI - illness

Chairman's
Remarks

1. Chairman's Remarks

The Chairman opened the meeting at eight o'clock with a quorum present.

Minutes of
previous
meeting

2. Minutes of previous meeting

It was MOVED by Alderman Wheeler and seconded by Mr. Beattie

THAT THE MINUTES OF THE REGULAR MEETING HELD FRIDAY, JUNE 26, 1987 BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

Director's
Report -
June 1987

3. Director's Report - June 1987

The Director reported that June 1987 was the best month ever for the Centre, with revenue being \$331,000, or 33% over budget. This had been the fourth month in a row that the Centre had produced revenue in excess of expenditures, and it was hoped this would continue.

The Canadian Society of Laboratory Technologists, with 2,600 delegates, had held their Fiftieth Anniversary Convention in the Centre in June - the biggest ever held here. Other conventions included the Association of Canadian Community Colleges with 400 delegates, and the Radio and Television News Directors, with 150 delegates. Also during the month there were several banquets, weddings and high school graduations.

The annual Red Cross Blood Donor Clinic Competition between the City and Regional employees had been held at the Centre again - to date the City was winning the contest.

Maintenance at the Centre was proceeding, as was usually the case during the summer months, and would be completed before the fall.

Full-time staff had been informed of their salary slottings under the salary survey; some of course, were happy with the results, and others will be appealing either their slotting or their classification or both. The appeals are to be in to the Managing Director by August 14th and it was anticipated that the Director and Managing Director would review these and pass a recommendation to the Audit and Finance Committee.

Alderman Hinkley commented that the Press is never present at Convention Centre Committee meetings - this he took to be because good news, unlike the sensational kind, is not "news" to the media. He also commented that the Press don't attend the meetings at Hamilton Place either - but that there was always media present at the meetings of the Copps Coliseum Committee.

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

**THAT THE REPORT OF THE DIRECTOR, HCC, BE APPROVED AND
FORWARDED TO THE BOARD OF DIRECTORS**

Secretary

MOTION CARRIED

4. Correspondence

Following a brief discussion, it was MOVED by Alderman Wheeler, seconded by Mr. Beattie and CARRIED -

THAT THE CORRESPONDENCE BE RECEIVED FOR INFORMATION

5. Comment Cards

Following a brief discussion, it was MOVED by Alderman Wheeler and seconded by Mr. Beattie -

THAT THE COMMENT CARDS BE RECEIVED FOR INFORMATION

MOTION CARRIED

6. Client Evaluations

Mr. Beattie remarked that from the evaluations, it would appear that many people have to ask directions and it was fortunate there were sufficient people to help in this regard. The Director pointed out that the signage is plentiful, but the signs are small, in order to preserve the aesthetic appearance of the building. The Centre has many portable signs however, and these are used extensively. The Director undertook to go into the question of signage with the Operations Manager.

Director

It was MOVED by Mr. Beattie, seconded by Alderman Wheeler -

THAT THE CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION

MOTION CARRIED

7. Summary of Revenue and Expenditures - June 1987

The Director, Finance/Administration, gave his report as follows -

"The Convention Centre realized for the month of June and the six month period ended June 30, 1987, budgetary surpluses of approximately \$58,757 and \$173,852 respectively.

"The budgetary surpluses arose as a result of a combination of expenditures being controlled while revenue for the month and six-month period exceeded budget by \$83,164 or 33.6% and \$222,578 or 19.4% respectively.

"The month of June 1987 was the best revenue month ever for the Hamilton Convention Centre with revenue of \$330,717 being realized. Similarly, revenue of \$1,368,151 for the first six months of 1987 was the best ever for the Centre for this period of time.

"The revenue results for the month of June and the six month period ended June 30 1987 exceeded the amounts achieved for the corresponding periods in 1986 by \$135,787 or 69.7% and \$236,037 or 20.8% respectively.

"It should also be noted that for the fourth month in a row, the Convention Centre realized an excess of revenue over expenditures for the month. The excess for the month of June, 1987 was \$56,144 resulting in a year-to-date excess of \$37,516."

There was little discussion of this report, which the Director, Finance/Administration pointed out was a credit to the facility and staff.

It was MOVED by Alderman Wheeler, seconded by Mr. Levitt -

THAT THE SUMMARY OF REVENUE AND EXPENDITURES FOR THE MONTH OF JUNE, 1987 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS.

Secretary

MOTION CARRIED

8. Kitchen Expansion

Kitchen
Expansion

The Director, HCC presented a recommendation for consideration by the Committee, that the original architect of the Centre, Mr. Trevor Garwood-Jones, be advised of the requirements for kitchen expansion (which included structural alterations to the building in the removal of a wall) and a cost estimate of plans and the construction be received from him.

Mr. Penfold stated that in order to cope with ever-increasing business, the expansion was definitely required. The Centre had been built in such a way that the kitchen was smaller than it should have been. In explanation of the rough plan produced by the Executive Chef showing what he considered was required, the Director told the Committee that with the addition of approximately 1,500 square feet of space, the main problem at present (lack of ovens) could be solved and the reason he recommended going to the original designer of the building was to see if the rough plan was feasible.

The Chairman asked what it would cost for the architect to be consulted, and was informed that the Director did not know what would be charged for initial advice. Alderman

Wheeler suggested that if the space was available and the work involved the removal of a wall, the architect should simply be asked to say whether the wall alteration was possible.

The Managing Director suggested another approach would be to ask if this design would be the best, considering that structural alterations were going to be required. Mr. Garwood-Jones designed the building, so he should know. There was also the Building Code to be considered, as well as local by-laws, and he did not see it being done without professional assistance. He agreed that the committee should go back to the original designer as that should be the least expensive route. Mr. Beattie enquired whether or not the City Architects Department would be capable of looking after the matter, but was informed by Mr. Penfold that they had advised going to Mr. Garwood-Jones.

Mr. Levitt wanted to know whether this expansion would prove to be finally sufficient for the Centre's needs, considering the fact that business was increasing so rapidly, and was there sufficient room for further expansion should it be needed; the Director informed the meeting that this was not the case.

The Managing Director pointed out that originally, there had been no provision for the Centre actually to provide food-service; food was to be brought in. However, this proposed expansion would bring the Centre up to the optimum numbers and following this, the Centre would not have any further capacity for food-service. It was a credit to the staff that they have worked so well up to now with the space that was available.

It was MOVED by Alderman Hinkley that the Director's recommendation be adopted and forwarded to the Board for consideration. Alderman Wheeler seconded the motion, but with the proviso that Mr. Garwood-Jones should be asked initially for his advice on whether the wall alterations would be feasible, and an estimated cost of producing a plan to incorporate the required additions and structural alterations.

Alderman Hinkley agreed with Alderman Wheeler's proposed amendment to the recommendation which then read as follows:-

THAT THE ORIGINAL ARCHITECT, MR. TREVOR GARWOOD-JONES, BE REQUESTED TO ADVISE WHETHER THE WALL ALTERATIONS TO THE KITCHEN IN THE CONVENTION CENTRE WOULD BE COMPATIBLE WITH THE CONSTRUCTION OF THE BUILDING AND ALSO TO PROVIDE AN ESTIMATED COST OF PRODUCING A PLAN TO INCORPORATE THE REQUIRED ADDITIONS AND STRUCTURAL ALTERATIONS.

MOTION CARRIED

9. Motion to convene In Camera Session

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE IN CAMERA SESSION BE CONVENED

MOTION CARRIED

10. Motions carried during In Camera Session

10.1 Marketing/Sales Reports

THAT THE REPORTS OF THE MARKETING/SALES DIVISION BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

10.2 Report on Staff Parking at the Centre

THAT MANAGEMENT ASCERTAIN, FOR ALL THREE HECFI FACILITIES, THE FIGURES RELATING TO THE PRESENT SITUATION, INCLUDING WHAT THE COST IS TO THE CORPORATION, AND WHO HAS PARKING INCLUDED AS PART OF HIS/HER JOB.

11. Date of next meeting

It was agreed that the next meeting would take place on Friday, August 28, 1987 at 8:00 a.m.

12. Adjournment

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie and CARRIED -

THAT THE MEETING BE ADJOURNED AT 9:30 A.M.

Taken as read and approved,

B. Goddard
Secretary

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

Motion to
move In
Camera

In Camera
motions
carried

Date of next
meeting

Adjournment

5.3 Audit & Finance Committee Eighth Report



REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE AUDIT/FINANCE COMMITTEE
MEETING OF AUGUST 31, 1987

The Audit/Finance Committee presents its EIGHTH Report and respectfully recommends:

1. HECFI Special Events Subsidy Fund Application
- Flowers Canada Inc. Annual Convention - Sept. 17-21, 1987

That \$7,480 in rental charges for the use of the Hamilton Convention Centre by the Flowers Canada Inc. Annual Convention on September 17 - 21, 1987 be expended from the HECFI Special Events Subsidy Fund.

Note: The HECFI Special Events Subsidy Fund Application Form is attached as Schedule "A".

2. HECFI Special Events Subsidy Fund Application - Christian
Heritage Party of Canada - November 18-21, 1987

That \$12,860 in rental charges for the use of the Hamilton Convention Centre (\$11,360) and Hamilton Place (\$1,500) by the Christian Heritage Party of Canada Convention on November 18 - 21, 1987 be expended from the HECFI Special Events Subsidy Fund.

Note: The HECFI Special Events Subsidy Fund Application Form is attached as Schedule "B".

3. Copps Coliseum Committee - Skate Resistant Rubber
Flooring - Acceptance of Quotation

(a) That the quotation submitted by Stradwick's Ltd. for the supply of skate resistant rubber flooring in the total amount of \$10,570.00 be accepted; and

(b) That this purchase be financed from work in progress expenditure account number 0408-K72934, Improvements to Press Facilities.

Note: For the information of the Members of the Board, recommendation (a) above was approved by the Copps Coliseum Committee at its meeting on August 26, 1987. It was the lowest of two (2) quotations received.

4. Copps Coliseum Committee -
Central Utilities Plant - City Hall Bearing
Inspection and Major Overhaul of Trane Centravac

That Trane Canada Inc. be authorized to proceed with the major teardown/overhaul of an air conditioning centravac located at City Hall at a total cost of \$22,494.02 to be financed from the following work in progress capital accounts:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
0408-K72944	Centravacs - C.U.P. City Hall, Library	\$ 9,500.02
0408-K52762	C.U.P. - Revisions to Chilled Water Systems	12,994.00 <u>\$22,494.02</u>

Note: For the information of the Members of the Board, the recommendation was approved by the Copps Coliseum Committee at its meeting on August 26, 1987 with the request that the Audit/Finance Committee recommend the method of financing. It was the lowest of three (3) quotations received.

5. Hamilton Convention Centre Committee - Enclosing
Fire Exit Stairwells at Convention Centre

That \$25,000 be transferred from the Capital Funds AV Account to the "Other" Capital Account, in order to provide sufficient funds to cover the cost of enclosing fire exit stairwells at the Convention Centre.

Note: For the information of the Members of the Board, this recommendation was approved by the Hamilton Convention Centre Committee at its meeting on August 28, 1987.

AUDIT/FINANCE COMMITTEE
MEETING OF AUGUST 31, 1987
EIGHTH REPORT

Page 3

The following are items for information only:

1. HECFI Consolidated Unaudited Operating Results for the
Seven Month Period Ended July 31, 1987

Attached as Schedule "C".

2. CUP Unaudited Operating Results for
the Seven Month Period Ended July 31, 1987

Attached as Schedule "D".

3. Director of Finance and Administration's Report

An overview is attached as Schedule "E".

4. Timetable for 1988-1992 Capital Budgets

Attached as Schedule "F".

5. Financial Analysis of Special Events Subsidy Fund

Attached as Schedule "G".

RESPECTFULLY SUBMITTED

"*W. H. McFarland / per Jm*"

W. H. McFARLAND, CHAIRMAN
AUDIT/FINANCE COMMITTEE

J Mills

Joan M. Mills, Secretary
Audit/Finance Committee

DATE: July 31, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "A" referred to
in Section 1 of the EIGHTH
Report of the Audit/Finance
Committee Meeting of August
31, 1987.

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. EVENT NAME: Flowers Canada Inc. - Annual Convention
2. EVENT DATE(S): September 17 - 21, 1987
3. FACILITY(IES): Hamilton Convention Centre
4. HECFI MANAGEMENT RECOMMENDATION:

In order to have this Association choose Hamilton, it was necessary to offer the Convention Centre complimentary in the bidding process. The charge for the space at the Centre would have been \$7,480, and that amount is therefore requested from the Subsidy Fund.

Date: July 30, 1987

5. HECFI AUDIT & FINANCE COMMITTEE RECOMMENDATION:

That \$7,480 in rental charges for the use of the Hamilton Convention Centre by the Flowers Canada Inc. Annual Convention on September 17 - 21, 1987 be expended from the HECFI Special Events Subsidy Fund.

Date: August 31, 1987

6. HECFI BOARD OF DIRECTORS RECOMMENDATION:

Date: _____, 19__

7. PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:

Flowers Canada Inc.

Full Legal Name Required of Person(s)/Organization(s)

Address: 155 Suffolk Street West

Guelph, Ontario

N1H 2J7

(519) 823-2670

Postal Code

Telephone Number

Contact Person(s): Mr. Regean Picard

c/o Westbrook Greenhouses Limited, 330 Main Street West, P.O. Box 99

Grimsby, Ontario

L3M 4G1

945-9611

Postal Code

Telephone Number

8. HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?

☐

yes

☒

no

*If YES it should be attached hereto.

9. IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- | | | | |
|---|--------------------------------------|-------------------------------------|-------------------------------------|
| - | IS THE ORGANIZATION PROFIT ORIENTED? | ☐ | ☒ |
| | | yes | no |
| - | IS THE ORGANIZATION NON-PROFIT? | ☒ | ☐ |
| | | yes | no |
| - | IS THE ORGANIZATION CHARITABLE? | ☐ | ☒ |
| | | yes | no |

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

An Association for florists across Canada.

12. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Mr. Regean Picard Convention Chairman	330 Main St. W., P.O. Box 99 Grimsby, Ontario	945-9611
Mr. B. G. Wilson Executive Secretary	155 Suffolk St. W. Guelph, Ontario	(519)823-2670

13. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

Annual Convention

14. HOW MANY PEOPLE WILL ATTEND THE EVENT?

400 people

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER
HAMILTON? 75%

15. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

For HECFI	\$35,780.00
For Community	\$184,000.00

16. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

Yes ☒

No ☐

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes ☐

No ☒

17. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

Yes ☒

No ☐

If YES, give explanation:

Possibility of Hamilton losing this Convention to another city due to offers of financial support.

18. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

400 people x 4 days x \$ 115.00 + =\$ 184,000.00

19. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

HECFI estimated revenue: \$ 35,780.00

Community estimated benefit: \$184,000.00

200 Bedrooms - blocked at the Sheraton

75 Bedrooms - blocked at the Royal Connaught

20. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

No deal

Full price normally charged

21. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes ☐ No ☒

If "YES", what is the dollar amount? - \$ _____

22. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
\$ 7,480.00

23. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? - \$ Ø

24. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?

\$7,480.00

25. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes ☐

No ☒

26. HECFI MANAGEMENT APPROVALS:

Facility Director -

W.J. PENFOLD

DIRECTOR

Date:

July 30, 1987

Facility Director -

HAMILTON CONVENTION CENTRE

Date:

Facility Director -

Date:

Director of Finance
& Administration -

John A. Lensen

Date:

Aug 19/87

Managing Director/
CEO

Don Carver

Date:

August 19/87

*Check box if support documentation attached -

April, 1987

RECEIVED A RECOMMENDATION FROM THE BOARD OF THE NATIONAL ASSOCIATION OF
FACULTY MEMBERS OF THE UNIVERSITY OF THE STATE OF NEW YORK
ON THE 15TH DAY OF SEPTEMBER 1957

THE [] NO []

1. THE BOARD OF THE NATIONAL ASSOCIATION OF FACULTY MEMBERS OF THE UNIVERSITY OF THE STATE OF NEW YORK
HAS ADVISED THAT IT HAS ADOPTED THE FOLLOWING RESOLUTIONS:

2. THE BOARD OF THE NATIONAL ASSOCIATION OF FACULTY MEMBERS OF THE UNIVERSITY OF THE STATE OF NEW YORK

3. THE BOARD OF THE NATIONAL ASSOCIATION OF FACULTY MEMBERS OF THE UNIVERSITY OF THE STATE OF NEW YORK

4. THE BOARD OF THE NATIONAL ASSOCIATION OF FACULTY MEMBERS OF THE UNIVERSITY OF THE STATE OF NEW YORK

5. THE BOARD OF THE NATIONAL ASSOCIATION OF FACULTY MEMBERS OF THE UNIVERSITY OF THE STATE OF NEW YORK

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10. THE BOARD OF THE NATIONAL ASSOCIATION OF FACULTY MEMBERS OF THE UNIVERSITY OF THE STATE OF NEW YORK

11. THE BOARD OF THE NATIONAL ASSOCIATION OF FACULTY MEMBERS OF THE UNIVERSITY OF THE STATE OF NEW YORK

12. THE BOARD OF THE NATIONAL ASSOCIATION OF FACULTY MEMBERS OF THE UNIVERSITY OF THE STATE OF NEW YORK



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "B" referred to
in Section 2 of the EIGHTH
Report of the Audit/Finance
Committee Meeting of August
31, 1987.

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. EVENT NAME: Christian Heritage Party of Canada
2. EVENT DATE(S): November 18 - 21, 1987
3. FACILITY(IES): Hamilton Convention Centre
Hamilton Place
4. HECFI MANAGEMENT RECOMMENDATION:

A reduction of \$12,860.00 was required for both Hamilton Convention Centre and Hamilton Place (\$1,500.00) to secure this 1000 delegate convention. It is therefore recommended that \$12,860.00 be allotted from the subsidy fund.

Date: August 12, 19 87

5. HECFI AUDIT & FINANCE COMMITTEE RECOMMENDATION:

That \$12,860 in rental charges for the use of the Hamilton Convention Centre (\$11,360) and Hamilton Place (\$1,500) by the Christian Heritage Party of Canada Convention on November 18 - 21, 1987 be expended from the HECFI Special Events Subsidy Fund.

Date: August 31, 1987

6. HECFI BOARD OF DIRECTORS RECOMMENDATION:

Date: _____, 19__

7. PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:

Christian Heritage Party of Canada

Full Legal Name Required of Person(s)/Organization(s)

Address: P.O. Box 22009, Station B,

Vancouver, British Columbia.

V6A 3Y2

(604) 574-0660

Postal Code

Telephone Number

Contact Person(s): Mr. Ed VanWoudenberg (Same as above)

Mr. Ray Pennings - Convention Chairman

P.O. Box 5235, Station E,

Hamilton, Ontario. L9G 3H6

648-0863

Postal Code

Telephone Number

8. HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?

☐
yes

☒
no

*If YES it should be attached hereto.

9. IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- IS THE ORGANIZATION PROFIT ORIENTED?

☐☒

yes

no

- IS THE ORGANIZATION NON-PROFIT?

☒☐

yes

no

- IS THE ORGANIZATION CHARITABLE?

☐☒

yes

no

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

The Christian Heritage Party of Canada is a new Federal Political Party. It plans to run 50 candidates in the next Federal election. This will be the Party's founding Convention.

12. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
President.....	Bill Stilwell	Constitution Chairman
Vice President.....	Gerhard Herwig	& Prayer Committee ... Brian Wilson
Secretary	Milfred Crommelin	Communication
Treasurer.....	Jan Waenink	Publicity Chairman ... Keith Gee
Executive Director		Program and Policy Dan Moreau
& Interim Leader....	Ed VanWoudenberg	Membership..... Audrey VanWoudenberg

13. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

Founding Convention.

14. HOW MANY PEOPLE WILL ATTEND THE EVENT?

800 - 1000 people

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER
HAMILTON? 80%

15. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

HECFI - \$55,200.00

City of Hamilton - \$460,000.00 direct with multiplier effect \$1.38 million.

Nation-wide media coverage is expected especially from Western Canada as the Party is more popular in that region.

16. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

Yes ☒ No ☐

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes ☒ No ☐

Possibly

17. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

Yes ☒ No ☐

If YES, give explanation:

The City of Winnipeg also bid for this Convention and offered various incentives.

18. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

1,000 people x 4 days x \$ 115.00 + = \$ 460,000.00

19. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

HECFI - \$55,200.00

City of Hamilton - \$460,000.00

Holiday Inn - 125 rooms.

Royal Connaught - 160 rooms blocked.

Nation-wide media attention expected.

20. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

No deal.

Normally full charge would apply for all space utilized.

21. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes ☒ No ☐

If "YES", what is the dollar amount? - \$ 1,350.00

22. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
\$ 12,860.00

\$ 11,360.00 - Hamilton Convention Centre

\$ 1,500.00 - Hamilton Place

23. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? - \$ Ø

24. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?

\$12,860.00

25. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes ☐

No ☒

26. HECFI MANAGEMENT APPROVALS:

Facility Director - W.J. PENFOLD Date: Aug 13, 1987
DIRECTOR
Facility Director - HAMILTON CONVENTION CENTRE Date: _____
Facility Director - _____ Date: _____
Director of Finance & Administration - John A. Leuser Date: Aug 25/87
Managing Director/CEO - Barbara Leuser Date: Aug 25/87

*Check box if support documentation attached -

April, 1987

Schedule "C" referred to
in **Section 1, Information**
Section, of the **EIGHTH**
Report of the Audit/
Finance Committee Meeting
of August 31, 1987.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE

SEVEN MONTH PERIOD ENDED JULY 31, 1987

Subject

Summary

Notes

Notes: A summary of the operating results for the seven month period ended July 31, 1987, is presented below, respectively.

An analysis of the operating results for the seven month period ended July 31, 1987, is presented below, respectively.

HAMILTON CONVENTION
HAMILTON PLACE
SONGS COLISEUM
CORPORATE

NOTE: Total

An analysis of the operating results for the seven month period ended July 31, 1987, is presented below, respectively.

HAMILTON CONVENTION
HAMILTON PLACE
SONGS COLISEUM
CORPORATE

NOTE: Total

Operating Results Summary	
	July 31, 1987
Revenue	\$1,125,754
Expenses	(1,015,152)
Operating Income	\$110,602
Other Income	112,457
Other Expenses	(283,788)
Net Income	\$99,271

A comparison of the operating results for the seven month period ended July 31, 1987, with the budgeted amounts for the same period is presented below, respectively.

	Budget	Actual	Variance
Revenue	\$1,125,754	\$1,125,754	\$0.00
Expenses	(1,015,152)	(1,015,152)	\$0.00
Operating Income	\$110,602	\$110,602	\$0.00
Other Income	112,457	112,457	\$0.00
Other Expenses	(283,788)	(283,788)	\$0.00
Net Income	\$99,271	\$99,271	\$0.00

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Hamilton
Entertainment
and Convention
Facilities Inc.

John A. Leuser, Director of Finance
and Administration

FROM _____ DATE August 18, 1987
Name & Title

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: B O A R D ☐ (OR) ALL _____ ☒
Committee S

Subject

Consolidated Unaudited Operating Results for HECFI for the Seven Month Period Ended July 31, 1987.

Comments

HECFI - Consolidated

HECFI's budgetary surpluses (deficits) for the month and seven month period ended July 31, 1987 were \$(6,932) and \$495,846, respectively.

An analysis of the budgetary surpluses (deficits) by facility/division is as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For The Month of July 1987</u>	<u>For The Seven Month Period Ended July 31, 1987</u>
Hamilton Convention Centre	\$ 14,899	\$188,751
Hamilton Place	(12,850)	(39,152)
Copps Coliseum	(28,122)	142,459
Corporate	<u>19,141</u>	<u>203,788</u>
HECFI Total	<u>\$ (6,932)</u>	<u>\$495,846</u>

An analysis of HECFI's revenue performance for the month and seven month period in relation to the budget and the prior year by facility/division is summarized in the following four tables:

	<u>A Comparison Of Actual With Budgeted Revenue For The Month of July, 1987</u>		<u>Increase (Decrease) Over Budget</u>	
	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$101,131	\$ 60,619	\$ 40,512	66.8%
Hamilton Place	380,603	76,874	303,729	395.1%
Copps Coliseum	39,450	75,172	(35,722)	(47.5%)
Corporate	<u>23,582</u>	<u>21,083</u>	<u>2,499</u>	<u>11.9%</u>
HECFI Total	<u>\$544,766</u>	<u>\$233,748</u>	<u>\$311,018</u>	<u>133.1%</u>

A Comparison Of 1987 Actual With 1986 Actual Revenue For The Month of July				
			Increase (Decrease) Over 1986	
	<u>1987</u>	<u>1986</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$101,131	\$ 57,316	\$ 43,815	76.4%
Hamilton Place	380,603	17,109	363,494	2124.6%
Copps Coliseum	39,450	115,704	(76,254)	(65.9%)
Corporate	23,582	10,429	13,153	126.1%
HECFI Total	<u>\$544,766</u>	<u>\$200,558</u>	<u>\$344,208</u>	<u>171.6%</u>

A Comparison Of Actual With Budgeted Revenue For The Seven Month Period Ended July 31, 1987				
			Increase (Decrease) Over Budget	
	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$1,469,282	\$1,206,192	\$263,090	21.8%
Hamilton Place	1,418,423	971,569	446,854	46.0%
Copps Coliseum	757,122	789,350	(32,228)	(4.1%)
Corporate	273,376	245,276	28,100	11.5%
HECFI Total	<u>\$3,918,203</u>	<u>\$3,212,387</u>	<u>\$705,816</u>	<u>22.0%</u>

A Comparison Of 1987 Actual With 1986 Actual Revenue For the Seven Month Period Ended July 31				
			Increase (Decrease) Over 1986	
	<u>1987</u>	<u>1986</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$1,469,282	\$1,189,430	\$ 279,852	23.5%
Hamilton Place	1,418,423	801,885	616,538	76.9%
Copps Coliseum	757,122	947,752	(190,630)	(20.1%)
Corporate	273,376	246,849	26,527	10.7%
HECFI Total	<u>\$3,918,203</u>	<u>\$3,185,916</u>	<u>\$ 732,287</u>	<u>23.0%</u>

Hamilton Convention Centre

The Convention Centre realized for the month of July and the seven month period ended July 31, 1987 budgetary surpluses of approximately \$14,899 and \$188,751, respectively.

The budgetary surpluses arose as a result of a combination of expenditures being controlled while revenue for the month and seven month period exceeded budget by \$40,512 or 66.8% and \$263,090 or 21.8%, respectively.

The revenue results for the month of July and the seven month period ended July 31 exceeded the amounts achieved for the corresponding periods in 1986 by \$43,815 or 76.4% and \$279,852 or 23.5%, respectively.

Hamilton Place

For the month of July and the seven month period ended July 31, 1987, Hamilton Place realized budgetary deficits of approximately \$12,850 and \$39,152, respectively.

The budgetary deficits for the month and seven month period ended July 31, 1987 arose from losses incurred on a number of promotional/co-promotional events in the Great Hall and losses incurred on student programming in the Studio Theatre.

Copps Coliseum

Copps Coliseum realized for the month of July and the seven month period ended July 31, 1987 budgetary surpluses (deficits) of approximately \$(28,122) and \$142,459, respectively.

The budgetary deficit of \$28,122 for the month of July occurred primarily due to the shutdown of Copps Coliseum to replace the rink floor which resulted in a revenue shortfall of \$35,722 or 47.5% for the month.

The budgetary surplus of \$142,459 arose primarily as a result of expenditures being under-budget by \$174,687 or 18.0%.

Corporate

For the month of July and the seven month period ended July 31, 1987, the Corporate Department realized budgetary surpluses of approximately \$19,141 and \$203,788, respectively.

The surplus of \$203,788 for the seven month period arose primarily from below budget Marketing expenditures and a year-to-date surplus of \$48,907 from the Box Office Operation.

John A. Leuser
John A. Leuser, C.A.
Director of Finance
and Administration

attach.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT JULY 31, 1987

ASSETS		LIABILITIES AND RESERVES	
CURRENT		CURRENT	
CASH	\$16,500	ACCOUNTS PAYABLE AND ACCRUALS	\$279,500
ACCOUNTS RECEIVABLE	\$535,000	ADVANCE TICKET SALES AND DEPOSITS	\$738,400
PREPAIDS	\$14,100	UNREDEEMED GIFT CERTIFICATES	\$89,600
INVENTORIES	\$69,400	TOTAL CURRENT LIABILITIES	\$1,107,500
DUE FROM CITY OF HAMILTON	\$517,500	RESERVES	\$45,000
TOTAL ASSETS	\$1,152,500	TOTAL LIABILITIES AND RESERVES	\$1,152,500

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CORPORATE (COMMON TO THREE FACILITIES)												CONSOLIDATED		
	CONVENTION CENTRE			HAMILTON PLACE			COPPS COLISEUM								
	The Seven Month Period Ended July 31 1987	Budget	Actual	The Seven Month Period Ended July 31 1987	Budget	Actual	The Seven Month Period Ended July 31 1987	Budget	Actual	The Seven Month Period Ended July 31 1987	Budget	Actual	Annual Budget For 1987	% of 1987 Annual Budget Spent or Achieved	The Seven Month Period Ended July 31 1986
Revenue	\$1,206,192	\$1,469,282	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Expenditures	\$1,427,593	\$1,501,932													
Excess of Expenditures Over Revenue	\$221,401	\$32,650													
From Operations	\$221,401	\$32,650												44.8%	\$1,034,242
Contribution from the City of Hamilton	\$221,401	\$221,401												64.4%	\$1,534,544
Budgetary Surplus(Deficit) @ July 31, 1987		\$188,751													\$500,302
LESS Budgetary Surplus(Deficit) @ June 30, 1987		\$173,852													\$470,696
Budgetary Surplus Increase(Decrease) Over Previous Month		\$14,899													\$29,606

(1) Includes the 1986 operating surplus of \$139,000 carried forward to 1987

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For
	The Month of July 1987	The Seven Month Period Ended July 31 1987	The Month of July 1987	The Seven Month Period Ended July 31 1987		
	(1)	(2)	(3)	(4)	(5)	(6)
						(7)
REVENUE						
RENTALS AND LICENCE FEES	\$363,220	\$10,714	\$188,099	\$12,141	\$231,088	\$175,682
OTHER RENTALS	\$3,380	\$108	\$1,758	\$0	\$4,874	\$1,050
FOOD AND BEVERAGE SALES	\$1,875,300	\$47,032	\$960,969	\$83,084	\$1,155,655	\$956,261
RECOVERIES	\$70,500	\$1,762	\$36,130	\$2,548	\$56,603	\$37,379
OTHER REVENUE	\$37,600	\$1,003	\$19,236	\$3,358	\$21,062	\$19,058
	\$2,350,000	\$60,619	\$1,206,192	\$101,131	\$1,469,282	\$1,189,430
EXPENDITURES						
ADMINISTRATION	\$319,610	\$26,573	\$186,703	\$22,513	\$177,873	\$166,213
BUILDING MAINTENANCE	\$349,730	\$26,118	\$199,243	\$28,335	\$201,508	\$192,608
OPERATIONS	\$89,330	\$5,651	\$49,792	\$6,666	\$51,638	\$43,423
SECURITY	\$98,000	\$6,500	\$55,600	\$10,432	\$59,771	\$52,838
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	\$114,980	\$10,747	\$68,516	\$9,484	\$61,787	\$56,945
FOOD AND BEVERAGE - KITCHEN	\$760,190	\$31,991	\$405,281	\$43,593	\$461,563	\$402,111
FOOD AND BEVERAGE - BANQUET	\$869,330	\$38,104	\$462,458	\$50,274	\$483,173	\$425,602
MACNAB ARMS	\$0	\$0	\$0	\$0	\$4,619	\$0
	\$2,601,170	\$145,684	\$1,427,593	\$171,297	\$1,501,932	\$1,339,740
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS						
	\$251,170	\$85,065	\$221,401	\$70,166	\$32,650	\$150,310

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

HAMILTON PLACE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total 1987 Annual Budget Spent or Achieved	The Seven Month Period Ended July 31 1986
	Operating Results For	The Month of July 1987	Operating Results For	The Month of July 1987		
REVENUE	(1)	(2)	(3)	(4)	(5)	(7)
RENTALS, LICENCE FEES AND SHOW REVENUE - GREAT HALL	\$342,000	\$16,400	\$206,050	(\$7,142)	\$99,675	\$106,469
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	\$67,330	\$0	\$42,330	\$301	\$23,773	\$33,094
OTHER RENTALS	\$64,130	\$5,342	\$37,407	\$4,463	\$40,051	\$34,565
FOOD AND BEVERAGE SALES	\$188,000	\$9,024	\$113,176	\$12,363	\$88,132	\$90,651
RECOVERIES	\$1,058,450	\$41,733	\$524,773	\$362,665	\$1,124,156	\$487,252
OTHER REVENUE	\$91,420	\$4,375	\$47,833	\$7,953	\$42,636	\$49,854
	\$1,811,330	\$76,874	\$971,569	\$380,603	\$1,418,423	\$801,885
EXPENDITURES						
ADMINISTRATION	\$403,360	\$31,826	\$244,186	\$26,276	\$228,897	\$217,608
MAINTENANCE	\$270,300	\$21,898	\$156,323	\$16,532	\$143,411	\$133,769
MEETING ROOMS	\$4,800	\$397	\$2,797	\$175	\$1,923	\$1,865
FRONT OF HOUSE	\$147,800	\$9,411	\$83,606	\$6,933	\$65,028	\$66,514
OPERATION - SPECIFIC SHOW EXPENSES	\$869,090	\$36,264	\$410,159	\$368,020	\$1,005,192	\$392,086
SECURITY	\$59,890	\$4,997	\$34,787	\$4,635	\$32,551	\$32,105
STAGE - PROPERTY	\$328,970	\$27,411	\$191,896	\$24,311	\$170,033	\$146,550
SHOW PROMOTIONS	\$130,800	\$9,149	\$77,149	\$11,799	\$68,781	\$68,869
BEVERAGE AND CATERING SERVICE	\$146,300	\$7,021	\$88,117	\$6,272	\$59,210	\$65,456
	\$2,361,310	\$148,374	\$1,289,020	\$464,953	\$1,775,026	\$1,124,822
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:	\$549,980	\$71,500	\$317,451	\$84,350	\$356,603	\$322,937

NOTE: The revenue and expenditure detail on the above balance sheet is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For			Actual Operating Results For		Actual Operating Results For
	The Month of July 1987	The Seven Month Period Ended July 31 1987	The Month of July 1987	The Seven Month Period Ended July 31 1987	Percentage of Total 1987 Annual Budget Spent or Achieved	
	(1)	(2)	(3)	(4)	(5)	(7)
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUES	\$733,680	\$59,000	\$402,000	\$36,000	\$396,152	\$521,620
OTHER RENTALS	\$119,000	\$1,300	\$12,500	\$0	\$10,293	\$16,703
FOOD AND BEVERAGE CONCESSIONS	\$220,000	\$5,000	\$106,500	\$653	\$155,205	\$136,472
RECOVERIES	\$466,100	\$9,077	\$255,679	\$2,548	\$181,565	\$259,572
OTHER REVENUE	\$26,000	\$795	\$12,671	\$249	\$13,907	\$13,385
	\$1,564,780	\$75,172	\$789,350	\$39,450	\$757,122	\$947,752
EXPENDITURES						
ADMINISTRATION	\$341,880	\$28,484	\$199,424	\$21,268	\$182,796	\$180,747
MAINTENANCE	\$585,100	\$39,853	\$324,303	\$42,568	\$262,568	\$225,471
EVENT PLANNING/OPERATIONS	\$521,630	\$28,805	\$287,586	\$21,704	\$204,927	\$272,460
LATSE PAYROLL	\$88,100	\$0	\$58,732	\$3,035	\$50,141	\$29,808
SECURITY	\$190,360	\$9,351	\$101,741	\$10,318	\$96,667	\$113,825
	\$1,727,070	\$106,493	\$971,786	\$98,893	\$797,099	\$822,311
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$162,290	\$31,321	\$182,436	\$59,443	\$39,977	(\$125,441)

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

HECFI - CORPORATE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For
	The Month of July 1987	The Seven Month Period Ended July 31 1987	The Month of July 1987	The Seven Month Period Ended July 31 1987		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE						
BOX OFFICE REVENUE	\$366,000	\$209,693	\$18,582	\$237,376	64.9%	\$205,016
OTHER REVENUE	\$61,000	\$35,583	\$5,000	\$36,000	59.0%	\$41,833
	\$427,000	\$245,276	\$23,582	\$273,376	64.0%	\$246,849
EXPENDITURES						
ADMINISTRATION	\$661,060	\$385,610	\$51,421	\$386,880	58.5%	\$369,535
MARKETING	\$946,410	\$542,022	\$72,479	\$386,288	40.8%	\$388,310
BOX OFFICE	\$392,050	\$228,522	\$21,295	\$207,298	52.9%	\$175,440
	\$1,999,520	\$1,156,154	\$145,195	\$980,466	49.0%	\$933,285
EXCESS OF EXPENDITURES OVER REVENUES						
FROM OPERATIONS	\$1,572,520	\$910,878	\$121,613	\$707,090	45.0%	\$686,436

NOTE: The revenue and expenditure detail on the above balances is available upon request.

Schedule "D" referred to
in **Section 2, Information
Items**, of the **EIGHTH** Report
of the Audit/Finance
Committee Meeting of Aug.31,1987.

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE SEVEN MONTH

PERIOD ENDED JULY 31, 1987

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Hamilton
Entertainment
and Convention
Facilities Inc.

FROM John A. Leuser, Director of Finance
and Administration

Name & Title

DATE August 18, 1987

FOR ACTION ☐

FOR INFORMATION ☒

File No. _____

TO: B O A R D ☐

(OR)

Copps Coliseum and Audit/Finance

CommitteeS

☒

SUBJECT

Unaudited Operating Results for the Central Utilities Plant
(C.U.P.) for the Seven Month Period Ended July 31, 1987.

COMMENTS

Attached for your information are the unaudited operating results for the C.U.P. for the seven month period ended July 31, 1987. You'll note that a budgetary surplus of \$34,086 was realized for the month of July, 1987, which increased the C.U.P.'s budgetary surplus for the seven month period to a level of \$237,271 at July 31, 1987.

The largest single factor contributing towards the budgetary surplus of \$237,271 for the seven month period was \$125,287 in below budget energy costs, net of recoveries.

The financial performance of the C.U.P. for the seven month period in 1987 also compares most favorably with that of 1986 since total expenditures net of recoveries for 1987 are \$216,498 or 15.0% under that incurred for the comparable period in 1986.

John A. Leuser
John A. Leuser, C.A.
Director of Finance and
Administration

attach.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT
SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For
	The Month of July 1987	The Seven Month Period Ended July 31 1987	The Month of July 1987	The Seven Month Period Ended July 31 1987		The Seven Month Period Ended July 31 1986
(1)	(2)	(3)	(4)	(5)	(6)	(7)
EXPENDITURES						
OPERATIONS	\$750,590	\$437,831	\$47,820	\$402,776	53.7%	\$325,823
RECOVERY FROM USERS	(\$551,240)	(\$336,377)	(\$53,380)	(\$328,289)	59.6%	(\$295,937)
MAINTENANCE	\$466,570	\$272,158	\$27,792	\$210,701	45.2%	\$310,769
CITY HALL	\$220,500	\$122,907	\$21,555	\$122,575	55.6%	\$154,478
HAMILTON CENTRAL LIBRARY	\$264,380	\$159,406	\$20,883	\$132,596	50.2%	\$160,103
HAMILTON FARMERS MARKET	\$35,000	\$21,100	\$2,786	\$19,026	54.4%	\$21,126
HAMILTON CONVENTION CENTRE	\$229,570	\$137,018	\$16,518	\$143,857	62.7%	\$145,585
HAMILTON PLACE	\$260,000	\$165,356	\$14,343	\$131,813	50.7%	\$175,075
COPPS COLISEUM	\$353,640	\$208,233	\$23,185	\$147,833	41.8%	\$193,892
PEDESTRIAN ARCADE/OVERPASS	\$49,050	\$28,828	\$3,270	\$23,930	48.8%	\$19,561
ONTARIO GOVERNMENT BUILDING	\$206,100	\$126,129	\$19,325	\$113,895	55.3%	\$114,619
PARKING AUTHORITY - UNDERGROUND	\$87,110	\$52,889	\$6,011	\$50,325	57.8%	\$59,511
ART GALLERY	\$118,000	\$71,946	\$9,281	\$59,115	50.1%	\$62,046
EXPENDITURES TOTAL	\$2,489,270	\$1,467,424	\$159,389	\$1,230,153	49.4%	\$1,446,651
MUNICIPAL CONTRIBUTION	\$2,489,270	\$1,467,424	\$193,475	\$1,467,424	58.9%	\$1,477,365
BUDGETARY SURPLUS (DEFICIT)	\$0	\$0	\$34,086	\$237,271	-	\$30,714

NOTE: The revenue and expenditure detail on the above balances is available upon request.



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "E" referred to in
Section 3, Information Items,
of the EIGHTH Report of the
Audit/Finance Committee
Meeting of August 31, 1987.

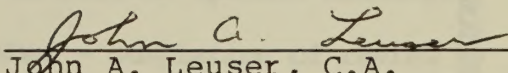
An Overview of the Verbal Report to the Audit/Finance Committee
from the Director of Finance and Administration

Mr. John A. Leuser, Director of Finance and Administration informed the Committee that in July, Pannell Kerr MacGillivray, our auditors, conducted their interim system examination. Upon completion the senior auditor-in-charge reported that she had no recommendations for improving our internal controls.

With respect to the 1988 - 1992 Capital Budget Programme, Mr. Leuser advised the Committee that meetings have begun relative to the Capital Budget process and that management is prioritizing the projects since the initial requests for 1988 are excessive.

Mr. Leuser advised the Committee that the Telephone/Mailroom operation for the selling of tickets has been transferred from Hamilton Place to Copps Coliseum, effective today. He stated that part-time staff are now answering the phones at Copps Coliseum. At the next Audit/Finance Committee meeting, Mr. Leuser indicated that he would like to show the Committee members the new Telephone/Mailroom.

With respect to accounts receivables, Mr. Leuser advised the Committee that during the Summer, an extra effort was made to collect our receivables, with good results. Mr. Leuser drew to the Committee's attention the Aging of Accounts Receivable Statement, a copy of which is attached. He further advised that approximately \$3,900 remains as a balance in the allowance for bad debts account established at the year end.


John A. Leuser, C.A.
Director of Finance
and Administration

September 8, 1987

attach.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

THE AGING OF TRADE ACCOUNTS RECEIVABLE

AS AT JULY 31, 1987

TOTAL TRADE ACCOUNTS RECEIVABLE	30 DAYS OR LESS	31 TO 60 DAYS	61 TO 90 DAYS	OVER 90 DAYS
\$299,299	\$191,548 (1)	\$89,934 (2)	\$8,631 (3)	\$9,186 (4)
100.0%	64.0%	30.0%	2.9%	3.1%

- (1) AS AT AUG. 24, 1987 SUBSEQUENT PAYMENTS OF \$131,630 HAVE BEEN RECEIVED.
- (2) AS AT AUG. 24, 1987 SUBSEQUENT PAYMENTS OF \$82,983 HAVE BEEN RECEIVED.
- (3) AS AT AUG. 24, 1987 SUBSEQUENT PAYMENTS OF \$6,906 HAVE BEEN RECEIVED.
- (4) AS AT AUG. 24, 1987 SUBSEQUENT PAYMENTS OF \$4,188 HAVE BEEN RECEIVED.

MEMORANDUM • CITY OF HAMILTON

TO : Mr. E. C. Matthews
City Treasurer

FROM : Mr. J. J. Schatz, Secretary
Executive Committee

SUBJECT : Timetable for 1988-1992
Capital Budgets

YOUR FILE:

OUR FILE :

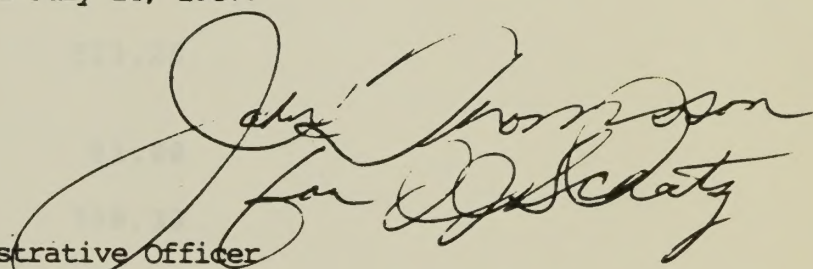
DATE : 1987 July 29

Schedule "F" referred to in
Section 4, Information Items,
of the EIGHTH Report of the
Audit/Finance Committee
Meeting of Aug.31, 1987.

Subjoined for your information and appropriate action, is a copy of Section 5 of the Fourteenth Report of the Executive Committee which was adopted by City Council at its meeting held July 28, 1987.

JJS/dg

c.c.: Mr. L. Sage, Chief Administrative Officer
Department Heads & Local Board Managers
Standing Committee Secretaries



5. That the timetable for the preparation and review of the 1988-1992 Capital Budget be as follows:
- (a) Notify departments/boards to prepare their Capital Budget material (this was done July 10, 1987)
 - (b) Month of August - Departments/boards arrange to have capital projects approved by Standing Committees for forwarding to Executive Committee for consideration to include in Capital Budget.
 - (c) September 1 - Deadline for returning copies of "Individual Capital Budget Submission" forms to Treasury in order to prepare preliminary Capital Budget.
 - (d) Month of October - Executive Committee reviews individual capital projects with departments/boards during regularly scheduled meetings or if necessary at additional special meetings.
 - (e) Months of November and December - completion of review by Executive Committee and compilation of final Capital Budget documentation by Treasury.
 - (f) January 7 and January 21, 1988 - Executive Committee recommends 1988 - 1992 Capital Budget to City Council.
 - (g) January 26, 1988 - City Council considers approval of the 1988 - 1992 Capital Budget.

MEMORANDUM • CITY OF HAMILTON

Mr. J. C. Hamilton
City Engineer

Mr. A. J. Brown, Chairman
Executive Committee

Reference to 1955-1956
Annual Report

DATE: 1957 3-14-58

Submitted for your information and signature is a copy of Section 2 of the agreement between the City of Hamilton and the City of London on the subject of the Hamilton and London Sewerage Agreement.



1. The agreement between the City of Hamilton and the City of London on the subject of the Hamilton and London Sewerage Agreement is as follows:

(a) The City of Hamilton is to provide the City of London with a certain amount of money for the purpose of the Hamilton and London Sewerage Agreement.

(b) The City of London is to provide the City of Hamilton with a certain amount of money for the purpose of the Hamilton and London Sewerage Agreement.

(c) The City of London is to provide the City of Hamilton with a certain amount of money for the purpose of the Hamilton and London Sewerage Agreement.

(d) The City of London is to provide the City of Hamilton with a certain amount of money for the purpose of the Hamilton and London Sewerage Agreement.

(e) The City of London is to provide the City of Hamilton with a certain amount of money for the purpose of the Hamilton and London Sewerage Agreement.

(f) The City of London is to provide the City of Hamilton with a certain amount of money for the purpose of the Hamilton and London Sewerage Agreement.

(g) The City of London is to provide the City of Hamilton with a certain amount of money for the purpose of the Hamilton and London Sewerage Agreement.



**Hamilton
Entertainment
and Convention
Facilities Inc.**

**FINANCIAL ANALYSIS OF
SPECIAL EVENTS SUBSIDY FUND**

Schedule 'G' referred to in
Section 5, Information Items,
of the EIGHTH Report of the
Audit/Finance Committee
Meeting of August 31, 1987.
Tel. 710-527-1000

Balance at January 1, 1987

\$182,139.45

Less Following Charges/Commitments:

Operating Supplies:

- Purchase of a stock of \$10,000 Complimentary Parking Passes	\$ 530.08	\$ 530.08
--	-----------	-----------

**Parking Fee Reductions
for Visitors:**

Estimated Breakdown:

- Jan./87 - Mission Advance	313.25	
- Jan.&Feb./87 - Canadian Institute of Traffic and Transportation	81.00	
- March/87 - Home Builders Convention Committee	338.30	
- March/87 - Ontario English Catholic Teachers Assoc.	3,489.10	
- April/87 - Wintario	76.60	
- April/87 - Technology '87	2,144.05	
- April/87 - Ontario Separate School Trustees Technology	2,100.25	
- April/87 - Ontario Hooking Craft	673.45	
- May/87 - Canadian Institute of Food Science	4,836.20	
- May/87 - The Ontario Municipal Recreation Assoc.	967.25	
- May/87 - Municipal Electrical Association	1,450.85	
- May-June/87 - Canadian Association of Community Colleges	3,278.80	
- June/87 - Toastmasters International	3,278.80	
- June/87 - Canadian Association of Equipment Distributors	2,185.90	
- June/87 - Canadian Society of Laboratory Technologists	11,314.00	
- June/87 - Radio and Tele- vision News Directors Assoc.	683.10	
- July/87 - Ontario School Bus Operators	726.40	
		\$37,937.30

Rental Subsidies:

- Copps Coliseum	
Apr.11/87 - Hamilton Minor Hockey Championships	6,000.00
Apr.18/87 - Ringette	

Tournament	6,000.00
Aug.7/87 - Canusa Games	
Ceremonies	6,000.00

- Hamilton Convention Centre	
June 20-26/87 - Canadian	
Society of Laboratory	
Technologists	<u>7,500.00</u>
	\$25,500.00

Event Charge Subsidies:

- Copps Coliseum	
Apr.18/87 - Ringette	
Tournament	373.70
Aug.7/87 Canusa Games	
Ceremonies	<u>663.86</u>
	\$ 1,037.56

Commitments:

- Copps Coliseum	
Sept.5/87 - Canada Cup	
'87 Civic Dinner	
Funding not to exceed	36,000.00
- Hamilton Convention Centre	
July, 1988 - Ye Bonnie	
Doon Burns Club	<u>10,000.00</u>
	\$46,000.00

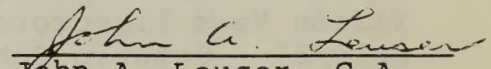
Contingency:

For Parking Fee Reductions	
for Visitors -	
For the Remainder of	
1987 (Estimate)	<u>\$35,000.00</u>

Total charges/commitments/contingency	<u>\$146,004.94</u>
---------------------------------------	---------------------

Balance at July 31, 1987	<u>\$ 36,134.51</u>
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Note: The Committee should note that only \$36,134.51 is estimated at this time to be available for providing subsidies. Additional funds may become available if the \$35,000 contingency estimate for parking subsidies for the remainder of 1987 is not fully required. The \$35,000 contingency estimate for parking subsidies was calculated based on quantifying all outstanding commitments made by Marketing for 1987.


John A. Leuser, C.A.
Director of Finance
and Administration

August 21, 1987

5.3.1 Audit & Finance Committee Minutes
of July 28, 1987

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

AUDIT & FINANCE COMMITTEE

July 28, 1987

12:00 Noon

Copps Coliseum Board Room

REGULAR SESSION

PRESENT: Mr. W. McFarland, Chairman
Ald. B. Hinkley, Committee Member
and Chairman of HECFI Board
Mr. D. Hector, Committee Member

ALSO

PRESENT: Mr. B. Conacher, Managing Director/
Chief Executive Officer, HECFI
Mr. J. A. Leuser, Director of Finance
and Administration, HECFI
Mr. R. DiFilippo, Comptroller
Mr. J. Crane, Director of
Hamilton Place
Mr. W. Penfold, Director of
Hamilton Convention Centre
Mr. T. Burrows, Director of
Hamilton Place
Joan Mills, Committee Secretary

GUEST: Mr. D. Beattie, Board Member

REGRETS: Dr. C. Bart, Vice-Chairman
Mr. S. Cino, Committee Member
Mr. N. Levitt, Committee Member
Mr. F. Bogden, Director of Marketing

1. Chairman's Remarks

The Chairman welcomed everyone present and the meeting was called to order, commencing at 12:20 p.m.

2. HECFI Special Events Subsidy Fund Application -
Ye Bonnie Doon Burns Club - July, 1988

Mr. Duncan Beattie spoke briefly in support of the HECFI Special Events Subsidy Fund Application for Ye Bonnie Doon Burns Club, which event is to be held in July, 1988. Mr. Beattie advised the Committee that there was some commitment to the event some time ago, prior to the formation of HECFI. Following review of the application it was

MOVED by Alderman Hinkley, seconded by Mr. Hector

THAT UP TO \$10,000 BE EXPENDED FROM THE HECFI SPECIAL EVENTS SUBSIDY FUND FOR A BANQUET FOR THE BURNS CONVENTION DELEGATES TO BE HELD IN JULY, 1988.

MOTION CARRIED.

Mr. Beattie left the meeting at this time (12:26 p.m.)

3. Minutes of Previous Meeting

It was

MOVED by Alderman Hinkley, seconded by Mr. Hector

THAT THE JUNE 29, 1987 REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

4. Director of Finance and Administration's Report

Mr. John A. Leuser, Director of Finance and Administration informed the Committee that we had a junior accounting clerk leave in July for health reasons. He added that since March, three staff persons have left the Finance and Administration Department, and as a result, various functions have had to be realigned. He informed the Committee that with respect to appeals coming forward, he anticipates 11 or 12 appeals out of the total of 16 staff persons in his Department. He further advised the Committee that the City of Hamilton has finalized their selection of hardware and software which is the same as was selected for HECFI, being IBM Compatible Microcomputers, Lotus, Word Perfect, and D. Base III. He stated that his Department uses HAL in conjunction with Lotus for the financial statements.

5. Consolidated Unaudited Operating Results
for HECFI for the Six Month Period
Ended June 30, 1987

The Committee reviewed the Director of Finance and Administration's report on the unaudited operating results of HECFI for the six month period ended June

30, 1987. It was noted that HECFI's budgetary surpluses for the month and six month period were \$57,041 and \$502,778, respectively. Mr. Hector requested that Mr. John A. Leuser revise the description headings to the accounting tables in his report in order that it might be clearer for him.

The detail comprising these figures was as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For</u> <u>The</u> <u>Month of</u> <u>June</u> <u>1987</u>	<u>For The</u> <u>Six</u> <u>Month Period</u> <u>Ended</u> <u>June 30, 1987</u>
Hamilton Convention Centre	\$ 58,757	\$173,852
Hamilton Place	\$ 32,990	\$(26,302)
Copps Coliseum	\$ (21,907)	\$170,581
Corporate	\$ (12,799)	\$184,647
	<u>\$ 57,041</u>	<u>\$502,778</u>

It was

MOVED by Mr. Hector, seconded by Alderman Hinkley

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE SIX MONTH PERIOD ENDED JUNE 30, 1987 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

Alderman Hinkley asked for an explanation of "below budget energy costs". Mr. John T. Crane, Director of Copps Coliseum, stated that the updated computer, preventative maintenance and other factors have resulted in keeping energy costs down. Mr. McFarland requested a report regarding the benefits of the computer and the below budget energy costs for the Board and Mr. Crane agreed to provide same. Alderman Hinkley suggested that Mr. Brian K. Conacher, Managing Director/Chief Executive Officer, Mr. John A. Leuser, C.A., Director of Finance and Administration, and Mr. John T. Crane, Director of Copps Coliseum attend at the next Executive Committee Meeting of August 20, 1987 to answer questions. The Committee agreed and it was

MOVED by Mr. Hector, seconded by Alderman Hinkley

THAT THE HECFI AND CUP UNAUDITED OPERATING RESULTS FOR THE SIX MONTH PERIOD ENDED JUNE 30, 1987 BE FORWARDED TO THE NEXT CITY'S EXECUTIVE COMMITTEE FOR THEIR INFORMATION.

MOTION CARRIED.

and it was

MOVED by Alderman Hinkley, seconded by Mr. Hector

THAT MR. BRIAN K. CONACHER, MANAGING DIRECTOR/CEO, TOGETHER WITH MR. JOHN A LEUSER, DIRECTOR OF FINANCE AND ADMINISTRATION AND MR. JOHN T. CRANE, DIRECTOR OF COPPS COLISEUM ATTEND AT THE NEXT EXECUTIVE COMMITTEE MEETING OF AUGUST 20, 1987 TO BE MADE AVAILABLE TO ANSWER QUESTIONS IN RESPECT OF THE ABOVE.

MOTION CARRIED.

Alderman Hinkley explained to the Committee the problem which exists when City Council members find out about activities at HECFI through the media. He stated that it has often been asked, "What is going on over there?" and unfortunately, any bad news reported by the media is heard first. Alderman Hinkley said that items of good, significant activity should be channelled through to City Council on a regular basis to keep them abreast of the activities at HECFI. Mr. Hector agreed and suggested that the mechanism of reporting be done quarterly. The Committee also thought that HECFI's management team should attend at the Executive Committee meetings at which the quarterly reports were to be discussed. It was

MOVED by Mr. Hector, seconded by Alderman Hinkley

THAT THEREAFTER, A QUARTERLY INFORMATION REPORT RESPECTING SIGNIFICANT ACTIVITIES, FINANCIAL AND OTHERWISE, AFFECTING THE OPERATION OF HECFI AND CUP BE REVIEWED AND APPROVED BY THE HECFI BOARD FOR SUBMISSION TO THE CITY'S EXECUTIVE COMMITTEE FOR INFORMATION INCLUDING THE ATTENDANCE OF HECFI'S MANAGEMENT TEAM TO ANSWER QUESTIONS.

MOTION CARRIED.

6. Unaudited Operating Results for CUP for the Six Month Period Ended June 30, 1987

The Committee reviewed the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the month of June and the six month period ended June 30, 1987. It was noted that the CUP's budgetary surpluses for the month and six month period were \$17,237 and \$203,185, respectively.

It was

MOVED by Mr. Hector, seconded by Alderman Hinkley

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE SIX MONTH PERIOD ENDED JUNE 30, 1987 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

7. Financial Analysis of Special Events Subsidy Fund

The Committee reviewed the information item from Mr. John A. Leuser, the Director of Finance and Administration. The Committee requested that a copy of the Financial Analysis of the Special Events Subsidy Fund as at June 30, 1987 be forwarded to the Executive Committee for their information. The Committee expressed concern over the erosion of the Special Events Subsidy Fund by very heavy parking concessions. Mr. William J. Penfold, Director of Hamilton Convention Centre, advised that parking is provided for conventions with over 100 delegates as a negotiating tool to attract conventions, as per City policy. Alderman Hinkley stated that the City's policy provides for these reductions for conventions in order to attract conventions and hopefully it does and will continue to attract more conventions.

It was

MOVED by Alderman Hinkley, seconded by Mr. Hector

- A) THAT THE FINANCIAL ANALYSIS OF THE SPECIAL EVENTS SUBSIDY FUND BE RECEIVED AS INFORMATION FOR SUBMISSION TO THE BOARD;
- B) THAT THE FINANCIAL ANALYSIS OF THE SPECIAL EVENTS SUBSIDY FUND AS AT JUNE 30, 1987 BE FORWARDED TO THE CITY'S EXECUTIVE COMMITTEE FOR THEIR INFORMATION.

MOTION CARRIED.

8. Copps Coliseum Committee -
Central Utilities Plant - Supply and
Install Three Wet Decks - Marley Canadian Inc.

The Committee noted that the Copps Coliseum Committee, at its meeting on July 22, 1987, had accepted the tender and requested the Audit/Finance Committee to recommend the method of financing. It was

MOVED by Alderman Hinkley, seconded by Mr. Hector

- A) THAT THE TENDER RECEIVED FROM MARLEY CANADIAN INC. IN THE TOTAL AMOUNT OF \$21,404.28 FOR THE REPLACEMENT OF THREE (3) WET DECKS AT THE CENTRAL UTILITIES PLANT BE ACCEPTED; AND
- B) THAT THIS PURCHASE BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-K72941, VARIOUS CAPITAL REPLACEMENTS & REVISIONS - C.U.P.

NOTE: IT WAS THE LOWEST OF THREE (3) QUOTATIONS RECEIVED.

MOTION CARRIED.

9. Hamilton Convention Centre - Kitchen Expansion

The Committee noted that this recommendation had been approved at the Hamilton Convention Centre Committee meeting of July 24, 1987. Following review, it was

MOVED by Alderman Hinkley, seconded by Mr. Hector

THAT THE ORIGINAL ARCHITECT, MR. TREVOR GARWOOD-JONES, BE REQUESTED TO ADVISE WHETHER THE WALL ALTERATIONS TO THE KITCHEN IN THE CONVENTION CENTRE WOULD BE COMPATIBLE WITH THE CONSTRUCTION OF THE BUILDING AND ALSO TO PROVIDE AN ESTIMATED COST OF PRODUCING A PLAN TO INCORPORATE THE REQUIRED ADDITIONS AND STRUCTURAL ALTERATIONS.

MOTION CARRIED.

10. Economic or Cost of Living
Adjustment for 1988

The Committee was advised that City Council, on May 19, 1987, approved an economic adjustment of 4.5% effective January 1, 1987 and a further 4.0% effective January 1, 1988 in respect to non-union personnel. The Committee recalled that the HECFI Board on May 8, 1987 approved a 4.5% economic adjustment effective January 1, 1987. The Committee agreed that a 4.0% economic adjustment be processed effective January 1, 1988 for HECFI non-union personnel and it was

MOVED by Alderman Hinkley, seconded by Mr. Hector

THAT AN ECONOMIC OR COST OF LIVING ADJUSTMENT OF 4.0% EFFECTIVE JANUARY 1, 1988 BE APPROVED FOR HECFI NON-UNION PERSONNEL.

MOTION CARRIED.

11. Hamilton Place Committee - Tenants' Office
Leases - Real Estate Tax

The Committee noted that the recommendation had been approved at the Hamilton Place Committee meeting of July 23, 1987. Following a brief review, it was

MOVED by Alderman Hinkley, seconded by Mr. Hector

THAT TENANTS BE INFORMED OF A CHANGE IN CITY POLICY RELATING TO TREATMENT OF REAL ESTATE TAXES IN CITY OWNED FACILITIES; THAT TAXES ARE TO BE PAID IN 1987 WITHOUT BENEFIT OF A CORRESPONDING GRANT TO HAMILTON PLACE; THAT, IN RECOGNITION OF TENANTS' NEED FOR LONG TERM PLANNING AND NECESSARY ADVANCE SUBMISSION OF GRANT REQUESTS TO MUNICIPAL, PROVINCIAL AND FEDERAL AGENCIES - HAMILTON PLACE WILL PHASE IN THE INCREMENTAL COST OF TAXES WHICH MUST BE PAID IN FULL BY THE TENANT IN FISCAL 1989.

HAMILTON PLACE WILL NOT INCREASE THE SQUARE FOOTAGE RATE (\$8.50) FOR SPACE, HEAT, LIGHT, POWER AND CLEANING IN 1988 AND WILL ABSORB 50% OF THE COST OF REAL ESTATE TAXES PAYABLE TO THE CITY. A ONE-YEAR LEASE IS RECOMMENDED.

IN 1989, THE TENANTS WILL BE BILLED THEIR PRO-RATA SHARE OF REAL ESTATE TAXES AT 100%. CONSIDERATION MAY BE GIVEN TO INCREASING THE TERM OF LEASES TO TWO (2) OR MORE YEARS.

MOTION CARRIED.

12. Hamilton Place Committee - Window
Cleaning of Hamilton Place

The Committee was advised that the recommendation had been approved at the Hamilton Place Committee meeting of July 23, 1987. Following review it was

MOVED by Mr. Hector, seconded by Alderman Hinkley

- A) THAT HAMILTON PLACE RETAIN THE SERVICES OF SKYLIGHT WINDOW CLEANING OF HAMILTON INITIALLY TO DECEMBER 31, 1987 AT \$3,598.16 WITH AN OPTION FOR AN ADDITIONAL FOUR YEARS TO THE END OF 1991 AT \$19,473.70;
- B) THAT THE COST OF CLEANING SERVICES BE FINANCED THROUGH THE BUDGETARY ALLOCATION CONTAINED IN THE 1987 BUDGET UNDER ACCOUNT NO. 8350-10-17.

MOTION CARRIED.

13. Next Meeting

Monday, August 31, 1987 at 12:00 Noon.

14. Motion to Move In-Camera

MOVED by Mr. Hector, seconded by Alderman Hinkley

THAT THE IN-CAMERA SESSION BE CONVENED. (1:15 p.m.)

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

1. THAT MANAGEMENT DEVELOP AND SUBMIT TO THE AUDIT/FINANCE COMMITTEE FOR REVIEW A UNIFORM POLICY RELATIVE TO PROMOTIONS AND CO-PROMOTIONS OF EVENTS AT HECFI FOR SUBSEQUENT REVIEW BY ALL OTHER COMMITTEES.
2. THAT AN ECONOMIC OR COST OF LIVING ADJUSTMENT OF 4.0% EFFECTIVE JANUARY 1, 1988 BE APPROVED FOR HECFI NON-UNION PERSONNEL.

NOTE: FOR THE INFORMATION OF THE BOARD, CITY COUNCIL, ON MAY 19, 1987, APPROVED AN ECONOMIC ADJUSTMENT FOR 4.5% EFFECTIVE JANUARY 1, 1987 AND A FURTHER 4.0% EFFECTIVE JANUARY 1, 1988 IN RESPECT OF CITY NON-UNION PERSONNEL.

3. THAT THE APPEAL PROCESS FOR THE HECFI COMPENSATION PLAN AS SUBMITTED BY MR. BRIAN K. CONACHER, MANAGING DIRECTOR/CEO BE APPROVED.

MOTIONS CARRIED.

15. Adjournment

The meeting adjourned at 2:00 p.m.

It was

MOVED by Alderman Hinkley, seconded by Mr. Hector

THAT THE MEETING BE ADJOURNED.

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

W. H. McFARLAND, CHAIRMAN

Mrs. Joan M. Mills, Secretary

ACCOPRESS®

25071	—	BLACK / NOIR	—	BG2507
25072	—	BLUE / BLEU	—	BU2507
25078	—	RED / ROUGE	—	BF2507
25075	—	GREEN / VERT	—	BP2507
25074	—	GREY / GRIS	—	BD2507
25073	—	R. BLUE / BLEU R.	—	BB2507
25079	—	X. RED / ROUGE X.	—	BX2507
25070	—	YELLOW / JAUNE	—	BY2507
25077	—	TANGERINE	—	BA2507

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